



Application User Manual

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DRAFT DRAFT January 26, 2008 DRAFT DRAFT

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1 INTRODUCTION

The purpose of this manual is to provide the documentation for training and reference in using the Alabama electronic crash (eCrash) system for collecting and entering the data elements that describe motor vehicle crashes that occur within the State of Alabama. The eCrash system is a major innovation in that it enables the entry of this important data as close to the crash scene as possible, thus assuring completeness, consistency and fewer interpretation errors. It is important that law enforcement officers who are going to be using eCrash become familiar with the information in this User Guide so that their crash reports are completed and submitted properly. Once this familiarity is attained, the User Guide should be retained for reference purpose. It is also accessible in its respective parts by clicking the appropriate help button on any eCrash screen.

At the same time that the state moves to eCrash it is also adopting a new set of data elements that comply with standards that have been set by the federal government to assure that all states are collecting a uniform minimal set of crash data. The meaning and interpretation of these data elements are described in a separate document called the *eCrash Data Element Guide*, which is concerned with selecting and entering the proper data element values within eCrash as opposed to the operational aspects of eCrash that are covered here. Both of these documents are essential to proper eCrash use, and both can be accessed using the eCrash help capabilities.

This introductory section continues with a [subsection \(1.1\)](#) on the overall process. Essentially the steps described therein reference the major sections of the User Guide and provide an overview of the entire process. Users are strongly encouraged to be familiar with this section. Finally, some history and references for more help is provided in [Section 1.2](#).

1.1 eCrash: Process Summary (Quickstart)

This section is meant to be a reminder of the process you go through when using the MOVE and eCrash program to complete a crash form. The User Guide will go into the process in much more detail, but for a quick reminder, you can easily refer to this section. The quick summary of the steps follows:

1. Scan all of the drivers' licenses that are available.
2. If necessary, search for information on LETS.
3. Find your GPS Location.
4. Complete the crash form.
5. Validate the form data and correct all errors to create the record.
6. Transfer the record and submit it for supervisory approval.
7. Correct any faults in the record found by your supervisor.
8. If needed, print the record.

These steps will be elaborated in much more detail throughout this document. Some initial elaboration of these steps at this point might help, and it is given below.

1. **If available, use the license scanner to scan the driver's license for as many of the drivers and victims in the crash as possible.** If the license scanner is not available or functioning, use the "Quick License" entry block in MOVE to search LETS for any individual with an Alabama Driver's License. Licenses can be scanned ahead of time – this does not have to wait until the information is needed in eCrash. The more licenses you can scan of the individuals involved in the crash, the more time you will save when completing the various sections of the crash report. *See [Sections 2.3 and 2.4 for more information on this process.](#)*
2. **Use LETS to search for information on individuals who have Alabama Drivers' Licenses.** If you have access to the internet as well as the appropriate login information, LETS can be used to access both Driver and Vehicle information. LETS can be set up to run automatically once a license is scanned and/or once data is entered in the Quick License and Quick Tag blanks in MOVE. To save time, gather vehicle information from LETS for all of the vehicles involved in the crash at one time. *See [Section 2.4 for more information on this process.](#)*
3. **Lock in your GPS location.** Be sure that your vehicle is as close to the proximity of the crash as possible and then lock it in by clicking the "Save Current GPS Position" button. Once your location has been determined, you will want to be sure to include it on the crash form. The GPS coordinates required by the AUTCR are those of the crash, not the location where you fill out the form or the office, so lock in the GPS coordinates at the crash location only. *See [Section 2.6 for more information on this process.](#)*

4. **Complete the crash record by moving through the various sections of the form as displayed in the eCrash program.** The crash record is divided up into a number of sections that will need to be filled out before the crash form is complete. The number of sections that must be completed depends on the number of units involved in the crash. All sections that must be completed are shown in the outline along the left side of the eCrash program. *See Sections 5.2 through 6.1 for more information on this process.*
5. **Once you first complete the crash form, go back and work your way through any errors that still remain.** All of these errors will appear in a list at the bottom of the screen underneath the crash form. Each error must be resolved before the form can be submitted to your supervisor for review. *See Section 6.2 for more information on this process.*
6. **Once you have validated and saved the crash record, transfer it so that it can be approved by your supervisor.** This is done by clicking the button within your eCrash program, but this requires an Internet connection. This can either be done after completing each crash report or at the end of your shift. *See Section 6.4 for more information on this process.*
7. **If your supervisor finds any errors in the report it will be returned to you for changes and/or corrections.** You can check on-line for any crash forms that have been returned for correction. This should be done each time you login to eCrash. Any crash form that has been returned to you will show up in the Error Manager list. Once all errors are corrected and it is accepted by your supervisor, it will be transmitted to the central database in Montgomery. *See Sections 3.3, 4.1, and 6.4 for more information on this process.*
8. **If you need to print a crash form, that can be done from eCrash after a form has been approved by your supervisor.** If you would like to print a crash form, ensure that you are connected to the Internet, then open the crash form and click the print button in eCrash. The system will go out to the Internet and make sure that an approved version of the crash form exists. If it does, it will print the record. *See Section 7.1 for more information on this process.*

1.2 Getting Started

In 2003 the eCite (electronic citation) program was introduced in the state of Alabama, beginning with the Heflin weigh station. This program allows officers to utilize a license scanner, GPS device and laptop to write a traffic citation quickly and easily from their vehicles. By 2007 this program was deployed to every state trooper, and it is now being rolled out to other law enforcement agencies throughout the state.

The need for a similar program for processing crashes utilizing the same equipment was also recognized, and at about this same time the state of Alabama made the final decision to move to a new version of the crash report form. Called the Alabama Uniform Traffic Crash Report (AUTCR), the data elements for this updated report were under development for some time. It was finalized in 2008 for full deployment in 2009. The eCrash program developed and being deployed to officers in the state of Alabama totally supports the AUTCR.

The purpose of this User Guide is to direct reporting officers through all phases of the use of the eCrash data entry program. It is not intended to demonstrate the meaning of the various data elements in the AUTCR. A separate document exists for that purpose, and eCrash users should thoroughly understand these data elements before attempting to create a crash record with eCrash. This User Guide assumes that the reporting officers understand the new version of the crash report. It focuses especially on how to use the eCrash program, which can reduce the time and effort required for the officers to complete crash reports over manual methods.

If you have questions with regard to eCrash, please visit the eCrash website at:

<http://ecrash.aladata.com>

or call us toll-free at: 1-866-349-CARE or on the CARE Southern LINC phone at: 64*7427 or 205-361-1972 for further assistance.

2 MOVE AND LETS

2.1 Opening MOVE

To use any of the eCrash, eCite, LETS and/or Log Book programs, open the Mobile Officer Virtual Environment (MOVE). This single program automates most of your data entry needs while integrating the various searches and entries. The following considerations will guide you through the use of MOVE as well as the use of the eCrash program.

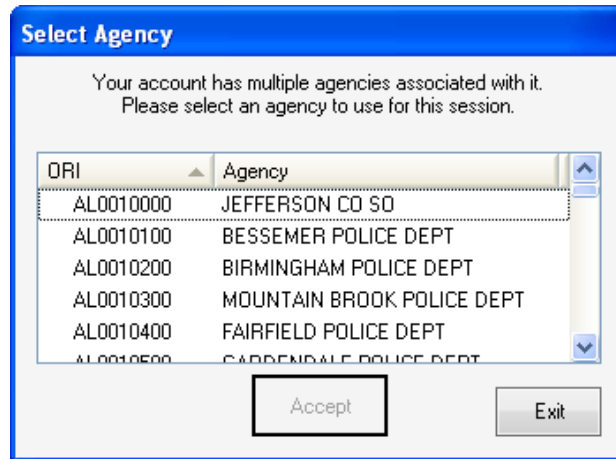
1. With the introduction of eCrash, those who have been using eCite will experience a change from the Officer's Desktop to MOVE. Some of the major changes between the Officer's Desktop and MOVE are that: (a) the login screen appears different, (b) you will be required to log in with your AlaCOP username and password, and (c) you will have to select your agency at login.
2. To begin the process of entering a crash form, open MOVE. This is accomplished by double clicking the following icon on your desktop:



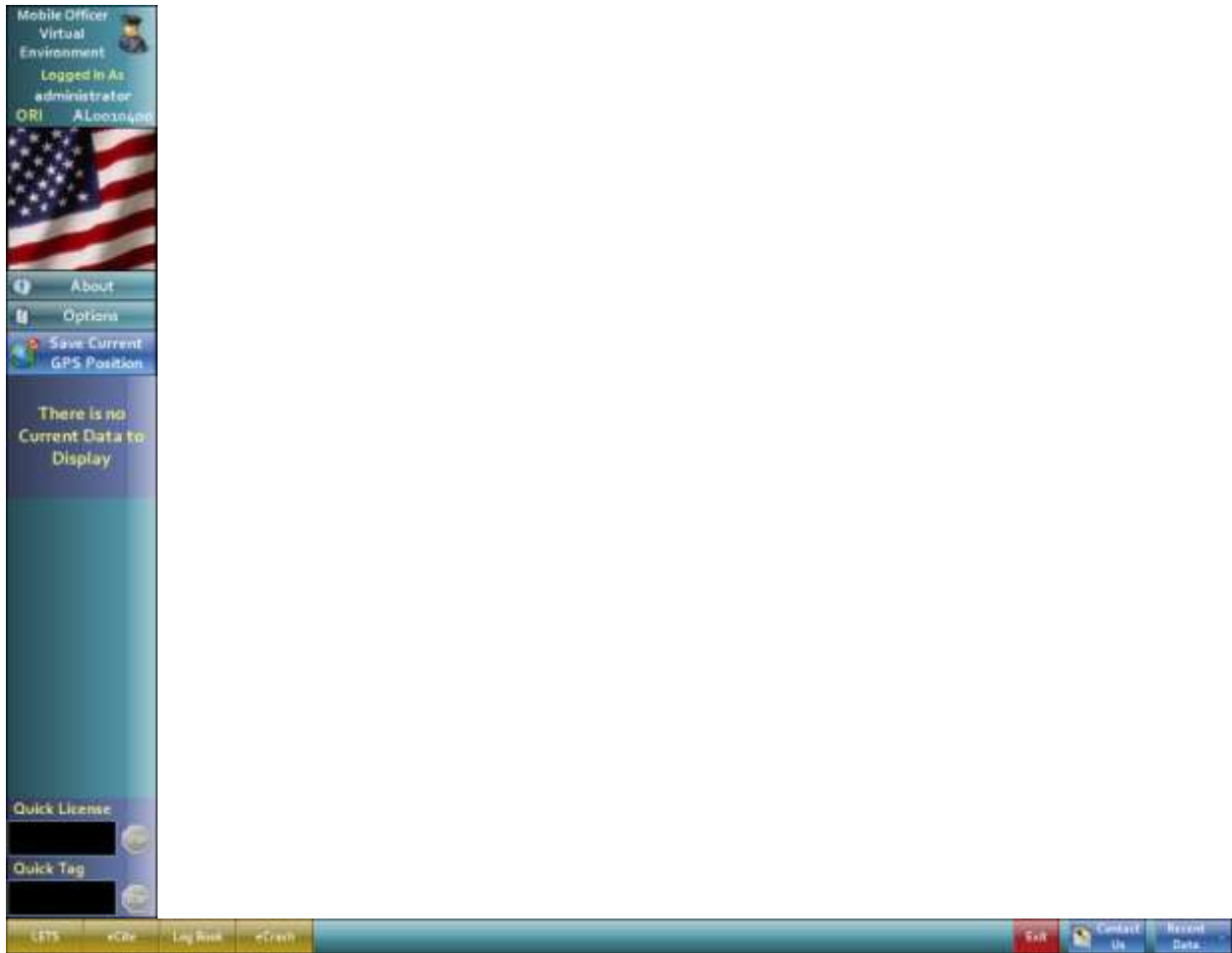
3. Once you click on the MOVE button, the following login screen will appear:

The login screen for the Mobile Officer Virtual Environment (MOVE). The title "Mobile Officer Virtual Environment" is at the top in a large, stylized font. Below the title, on the left, is a logo that says "powered by ACJIC" with a scale of justice. In the center, it says "Sponsored By:" followed by a list of agencies: "Alabama Department of Public Safety", "Alabama Administrative Office of Courts", "Federal Motor Carrier Safety Administration", and "Alabama Criminal Justice Information Center". On the right is the official seal of the State of Alabama. At the bottom, there are two input fields: "User Name:" with the text "administrator" and "Password:". To the right of these fields are two buttons: "OK" and "Cancel".

4. From this login screen, enter your AlaCOP username and password and then click OK. **NOTE:** the password is *case sensitive*. If you have trouble logging in, contact the ACJIC Help Desk (1-800-392-8025).
5. If you have MOVE set up to allow you to enter multiple ORIs (i.e. you work for multiple agencies), you will see a screen like below. If you work for a single agency, please go to item 7.



6. This screen is primarily designed to help officers who may do work for multiple agencies at different times. This screen will only list those agencies that are applicable to you. For officers that work several areas, select the agency for the crash record that you are about to complete. Once you have highlighted the correct agency, click “Accept.”
7. Once you successfully log in, the Mobile Officer Virtual Environment (MOVE) will open and the image below will appear on your screen:



This will result in your icons being moved over to the right to accommodate this image without hiding your desktop icons. You might wish to move the icons in the right two columns to accommodate this move; this will keep your icons from being dislocated in the future. You can still click on your icons or operate all other programs (such as Internet Explorer, Microsoft Word, etc.) without problems while having MOVE open. These programs will appear in the area to the right of the left bar and above the lower bar seen in the screen shot above.

This MOVE system screen gives you easy access to LETS, eCite, Log Book and the eCrash program. If the Log Book button does not appear, it likely means that this program was not installed on your computer and is not applicable for your department. If any of these programs do not appear, contact your administrator.

2.2 Scanning Licenses

1. As with eCite, the license scanner can be used to gather information about individuals involved in the crash. The license scanner can be used to scan licenses for all *drivers* involved in the crash as well as all *victims* and *witnesses* if they have a valid driver's license. Scanning the licenses for all of these individuals at once will save a significant amount of time.
2. To scan a driver's license, insert it into the closed slot for a barcode read or slide it through the open slot for a magstripe reading. Currently driver's licenses can be scanned from every state in the country except Georgia.

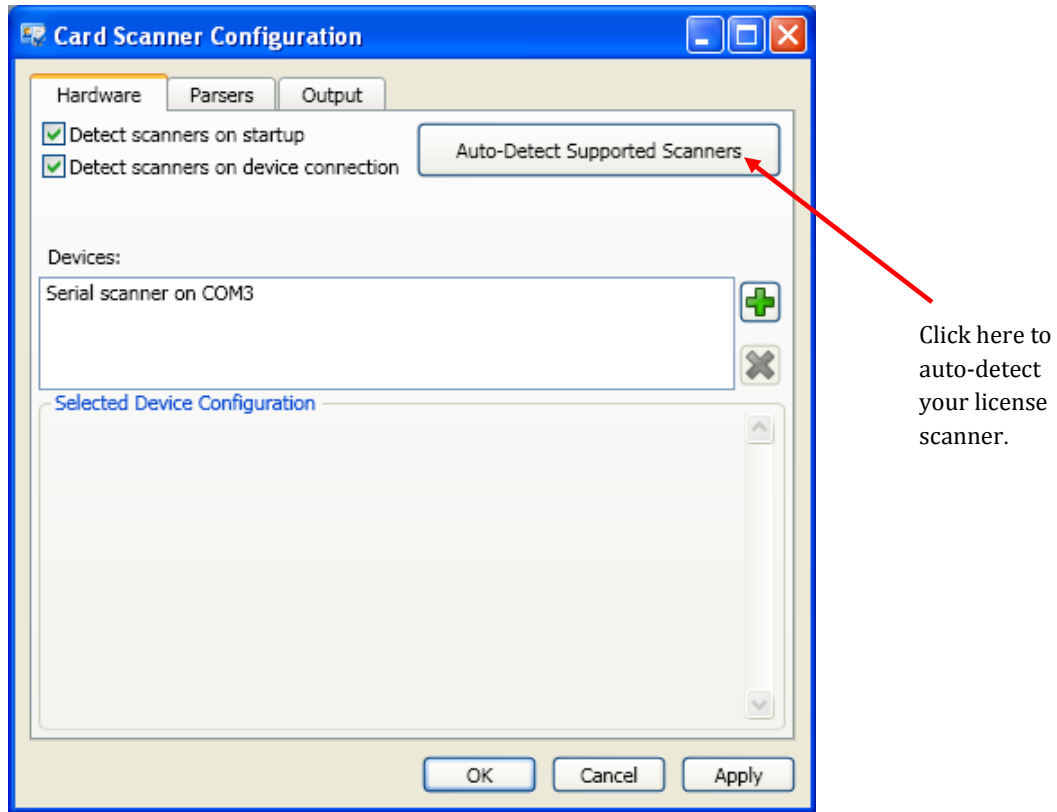
The scan method varies from state to state, since some states use a bar code, while others use a mag stripe, and some use both. When a state has both a mag stripe and a bar code, use the bar code because it typically contains more information. *NOTE: For the new Alabama Driver's License (issued beginning in 2005) you will want to use the bar code.

3. After you scan the license, you will hear a beep. This lets you know that the license has been scanned correctly and the process is beginning. Once the scan has been completed, the individual will be added to your Recent Data List. Accessing information in the Recent Data List will be discussed in more detail below.
4. If your scan returns a message that says "The page cannot be displayed", then you likely do not have a connection to the LETS program. Check to see if you have a wireless signal. If LETS returns results with the DL#, DL STATE, and all other fields blank, then the tag or license is not in the LETS system. Check to see if it is an Alabama license and that you typed or scanned it correctly. If it is an Alabama license and you typed it correctly, then suspect a forgery or other problem with the license.
5. **If you have any problems getting your license scanner to work properly**, first look at the bottom right of your desktop (near the system clock) for an icon that looks like a driver's license. If the icon has a small red x over it your scanner is not ready for use and needs to be reconfigured.



License scanner indicator

6. To reconfigure the scanner, right click on the license scanner indicator icon and then click on the "Configure Card Scanner" option. A screen should appear similar to the one below:



From this screen click the button that says “Auto-Detect Supported Scanners.” When you do this your scanner should be found and should resume normal function.

Alternately, you can right click on the license scanner icon at the bottom right of the screen and click the line that says “Find Card Scanner.” By using this method you will not need to open the screen shown above.

Another common cause of problems with the scanner is the Velcro used to attach it to the dashboard or tray of the vehicle. When you attach the scanner in your car, please ensure that you do not cover any openings on the bottom of your scanner. This can cause the scanner to malfunction.

If you still have problems with your scanner, please contact technical support.

7. To save time, scan as many licenses as possible for the individuals involved in or associated with the crash. You can scan these licenses before you begin completing the crash form or at any point during the process of filling it out. The licenses that you should scan include the licenses for the drivers, passengers and witnesses.
8. Each license that you scan will be added to the Recent Data section of MOVE. From this location you will be able to drag and drop information from a license scan to any point on the crash form. This process will be discussed in more detail later in the “Recent Data” section.

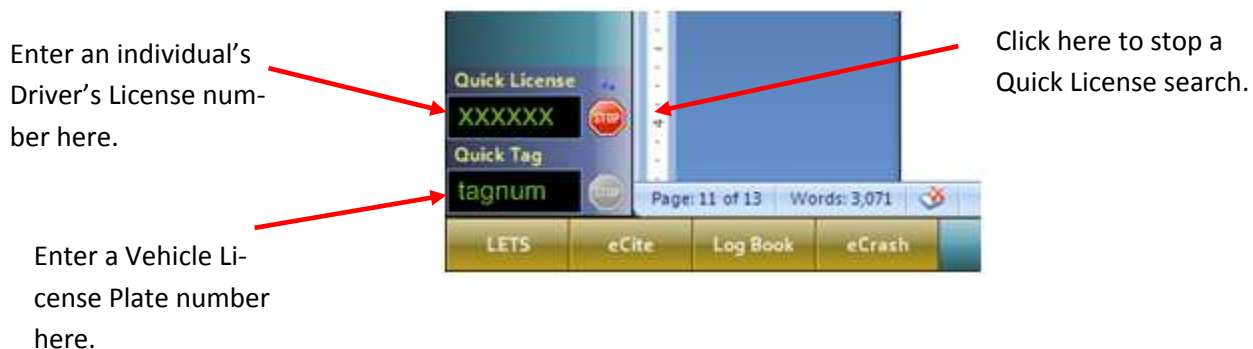
2.3 Quick License/Quick Tag Entry

NOTE: You must have some type of internet connection for this feature to work. This internet connection can be of any type (wifi, air card, etc).

1. If you do not have a working scanner but have an internet connection, you can enter queries into the Quick License or Quick Tag blocks in MOVE. These are located at the bottom left of the MOVE overlay, as seen below. You can enter an Alabama driver's license number in the Quick License blank, or an Alabama registered vehicle tag number in the Quick Tag blank.

(Note: The Quick License search must be seven numeric characters. The Quick Tag search must be an exact tag match, which is typically seven alphabetic or numeric characters but may be shorter for personalized tags.)

After entering the DL or tag number, hit enter to run a LETS search. The information returned will be added to your list of recent data.



2. If either the Quick License Search or the Quick Tag Search is taking too long, you can click the STOP sign at any time in order to end the search.

You can use the Quick License and Quick Tag fields at the start of filling out the crash form or at any point throughout the process. Once information is retrieved from these queries it will be added to the "Recent Data" fields. At that point it can be dragged and dropped into any part of the crash form. This process will be discussed in greater detail in the "Recent Data" section.

2.4 LETS Search

NOTE: You must have some type of internet connection for this feature to work. This internet connection can be of any type (wifi, air card, etc).

1. Depending on your Internet connectivity and MOVE settings, once you scan the license, LETS will automatically open and search for the individual identified by the license scan. If you do not have an Internet connection, or if LETS is not set to automatically open, the data entered in the Recent Data section will be limited to that read off of the DL card by the scanner.
2. The option to open LETS automatically is included under the **Options** button in MOVE (discussed in Section 7.3). If you choose to enter an individual's license number or tag number through the Quick License or the Quick Tag search, a LETS run will be attempted regardless of the settings under MOVE Options. If no Internet connection is found, the search will fail.
3. When LETS opens following a license scan, three different screens appear. The first is a small screen that will pop up momentarily in the bottom right corner of the screen. This is a LETS summary of the license information and will look similar to that shown below:

Scanned Card Data


Here is the data from the card you scanned:

Alabama Driver License

TERRY BEAU ELLIOTT
ISS:
EXP: **3/31/2012** ID#: XXXXXX

NO PHOTO AVAILABLE

CLASS	RESTRICTIONS	ENDORSEMENTS		
D				
DOB		AGE	SSN	
SEX	HT	WT	EYES	HAIR
M	6' 3"	185	BRO	BRO

 There were no problems with the card data.
Click here to keep this window open.

- The second screen, called the Person Detail page, will look similar to the one below. It is a shortened version of the full LETS person search page, which contains summary information about the individual. This page is faster to run than a full LETS page, allowing you to access the information quicker and on a single page.

LETS is only for individuals who have an Alabama driver's license. When you perform a license scan for an out of state license, the information off of the card will be stored in your Recent Searches, but LETS will not attempt to run.

LETS Go PERSON DETAIL

Name: TERRY BEAU ELLIOTT Date of Birth: License Number: XXXXXX License Status: VALID

License Address: Class: D Race: W Sex: M
 Endorsements: Height: 6'3" Weight: 185
 Issue Date: 3/18/2008 CDL Status: Unlicensed Hair: BRO Eyes: BRO
 Expire Date: 3/5/2012 - CURRENT Restrictions:
 Social Security Number:

Map It

Driver History (3) Name Master (1) Tag History (2) Title History (3)

Citation Number	Charge	Court Name	Court State
Offense Date	Court Action	Disposition Date	
Citation Number	Charge	Courtname	AL
Offense Date	Court Action	Disposition Date	
Citation Number	Charge	Courtname	AL
Offense Date	Court Action	Disposition Date	
Citation Number	Charge	Courtname	AL
Offense Date	Court Action	Disposition Date	

Click on any of these tabs to view the corresponding part of the LETS record.

General information from the person's driver's license

- This screen contains all of the basic information about the person that is contained on their driver's license. This page provides access to driver's history, tag history, and title history.
- Below the picture are tabs containing additional databases that are available for search. Clicking on any of the database tabs will bring up a typical LETS page as seen below. Results are indicated by the presence of a non-zero number on the tab.

LETS Go PERSON DETAIL X CLOSE

Name: **TERRY BEAU ELLIOTT** Date of Birth: License Number: License Status: **VALID**



License Address:

Class: **D**

Endorsements:

Issue Date: **3/18/2008**

Expire Date: **3/5/2012 - CURRENT**

Social Security Number:

Map It

Race: **W** Sex: **M**

Height: **6'3"** Weight: **185**

Hair: **BRO** Eyes: **BRO**

CDL Status: **Unlicensed**

Restrictions:

Driver History (3) Name Master (1) **Tag History (2)** Title History (3)

Tag Number	Issue Date	Vehicle	Vin Number
Registrant	Expiration Date		
Tag Number	05/23/2008	Vehicle	VIN
Registrant	12/03/2008		
Tag Number	03/25/2008	Vehicle	VIN
Registrant	12/03/2008		

Tag History

When you find the vehicle of interest, click on the VIN number. This will generate a separate page of information for this vehicle.

7. An important piece of information that comes from LETS is the vehicle information. In order to view the list of vehicles owned, click the Tag History tab. Click the VIN number of the vehicle of interest as shown in the screen above.
8. Once a particular VIN number is selected from the list of vehicles owned, a screen called the Vehicle Detail page will be generated, similar to the following.

VEHICLE DETAIL
CLOSE

Registration Information

Tag Number

Year

Make

Model

Primary Color

Secondary Color

2005

Suspension Status

Registration Year

Expiration Date

Name on Registration

2008

3/31/2009

This image is not guaranteed to be like the actual plate. It should be used only as a reference.

Tag County

Tag Description

USDOT

HYUT

God Bless America

False

Driver License

Display Person

Title Information

Year

Make

Model

Name on Title

2005

TOYT

4 RUNNER

Body

Color

Cylinders

Unavailable

081SIL

Unavailable

Unavailable

Decoded VIN Information

VIN

Year

Make

Model

Style

Country

2005

TOYOTA

4RUNNER SR5

CARRY-ALL(SU

Japan

Tag History (2)

Title History (3)

9. The LETS vehicle search as described above will result in the selected vehicle being saved in your list of Recent Data in MOVE. This will allow you to easily move information about the vehicle directly onto a crash form.
10. The third page that shows up after a license scan is a search page, pictured below. This screen allows you to search for data on an individual if you do not have a license or tag number.

LETS Go LAW ENFORCEMENT TACTICAL SYSTEM

LETS 3 Smart Search Tags

Enter Search Criteria Below Driver License #: XXXXXX

[Search Criteria \(Click Here to Expand\)](#)

Search Results

Driver License (1)	FIRST	MIDDLE	LAST	SPX	RACE	SEX	AGE	DOB	CITY	ST	ZIP
TAG (2)	Terry	Beau	Elliott		W	M					
					6'3"	185	BRO	BRO			

Photo Options

Number of New Photos Retrieved During Each Search: 20 [Pull More Photos](#)

Status: Idle Widgets RSS Feeds Weather NUM 12/3/2008 1:51 PM

Click Search Criteria to enter the information for the search.

11. To enter your search criteria, click the yellow section labeled Search Criteria. Enter one piece of information in the Quick Smart Search box or click the plus sign next to Advanced Search Options. This will produce the screen seen below where you can enter as little or as much information as is needed for the search.
12. When you have entered the search criteria, click the green LETS Search button in the top right area of the screen to produce the results. This will produce a Person Detail page, just like the one you automatically get when you do a license scan.

Click this plus sign to reveal the form to enter multiple search items.

Use the Quick Smart Search box if one piece of information is sufficient for the search.

Click the green LETS Search button to produce the results of your search.

Once you have obtained all of the information needed from LETS, you are ready to begin entering data onto the crash form. You can come back at any point during the data entry process to make another search in LETS, Quick License or Quick Tag to add information to your Recent Data list.

2.5 Training Mode

The eCrash system has the option of operating in a training mode. This allows you to practice writing, validating, printing, and submitting crash forms without having to worry about submitting any “live” crash reports. This training mode operates exactly like the regular mode, but the crash forms will be noted as training forms and will not be submitted for approval to supervisors. The following is a guide to the eCrash training mode:

1. To access the training mode, **right click** on the eCrash button at the bottom of the MOVE overlay *before* opening the eCrash program. This will generate two options

as shown below: Regular Mode (default) or Training Mode. **Left click** on the training mode option.



2. Once in the training mode, practice using eCrash as much as you would like. You can verify that you are in training mode by “Training Mode” appearing in the top bar of the eCrash screen.
3. To get out of the training mode, reverse the process. Or, recognizing that the default mode is the “Regular” data entry mode, just close the eCrash program by clicking on the X at the top right of the computer screen. You do not need to close MOVE, just the eCrash program. When you reopen eCrash, it will be in the normal data entry mode.

2.6 GPS Coordinates Software

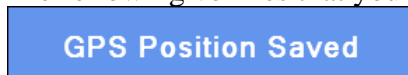
If your vehicle is in very close proximity to the crash, take advantage of that fact to capture and save your current GPS location. **It is important to save the new GPS position every time you go to a new crash location. Also, be sure that these updated location coordinates are transferred into the crash record.**

1. To save the location, click on the button within the MOVE overlay that says “Save Current GPS Position.”



This button is located on the left side of the screen just above the person information that appears once you scan a license.

2. The following verifies that your current position has been saved.



Additionally, the coordinates appear on the left side of the screen in MOVE as seen below.



Click here to save your GPS coordinates.

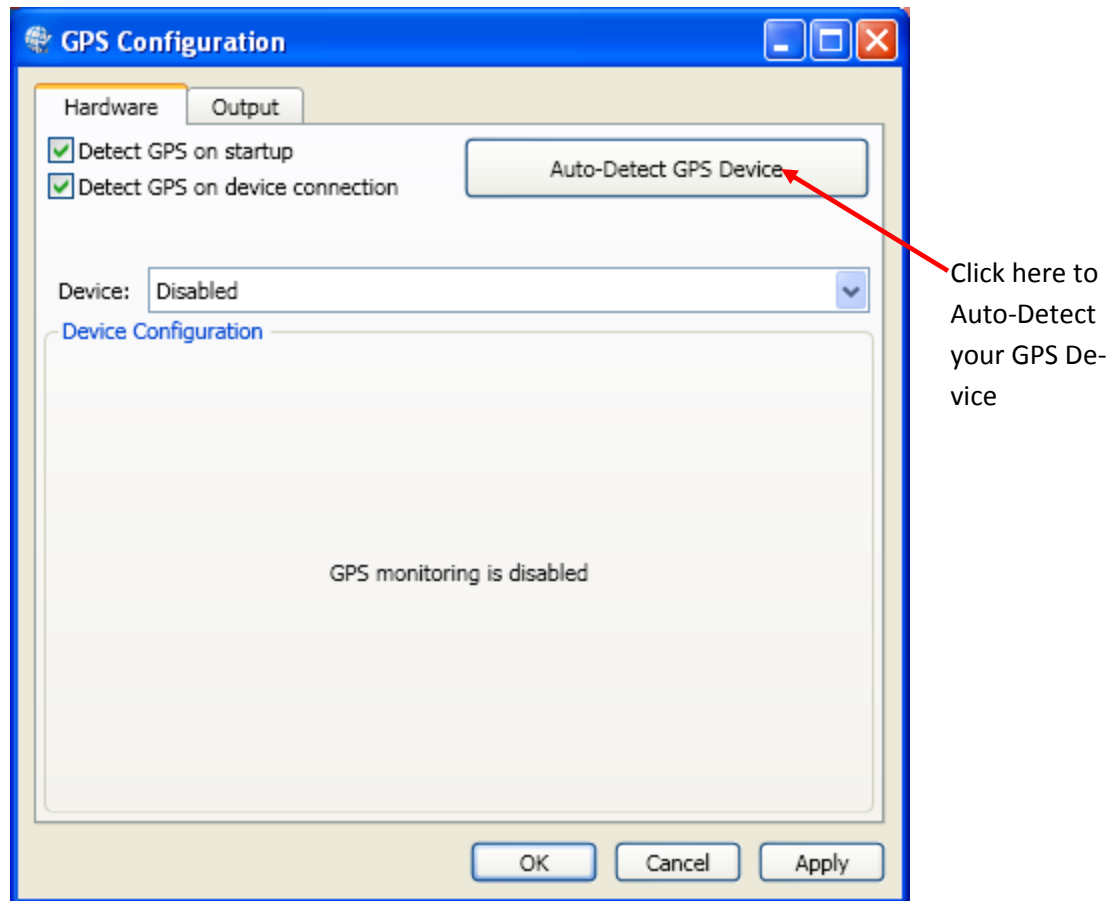
Once you click to save the GPS coordinates, the most recent location that you saved will show up here on the left side of the screen.

3. The GPS coordinates will also be recorded in your Recent Places list to enable them to be added to the crash record. This will be discussed in the Recent Data section.
4. If you have any problems getting your GPS unit to work properly, first look at the bottom right of your desktop (near the system clock) for an icon that looks like a globe. If the icon has a small red x over it, your GPS unit is not hooked up properly or is not receiving a good signal. If this is a case, it may need to be reconfigured.



GPS Unit indicator

5. In order to reconfigure the GPS unit, right click on the GPS indicator icon and click on the "Configure GPS Device" option. When you do that you will see a screen similar to the one below:



6. Once you have this screen open, the majority of GPS problems can be solved by clicking on the button that says “Auto-Detect GPS Device.”

Alternately, you can right click on the globe at the bottom right of the screen and click the line that says “Find GPS Device.” By using this method you will not need to open the screen shown above.

7. If problems with your GPS unit persist, contact Technical Support.

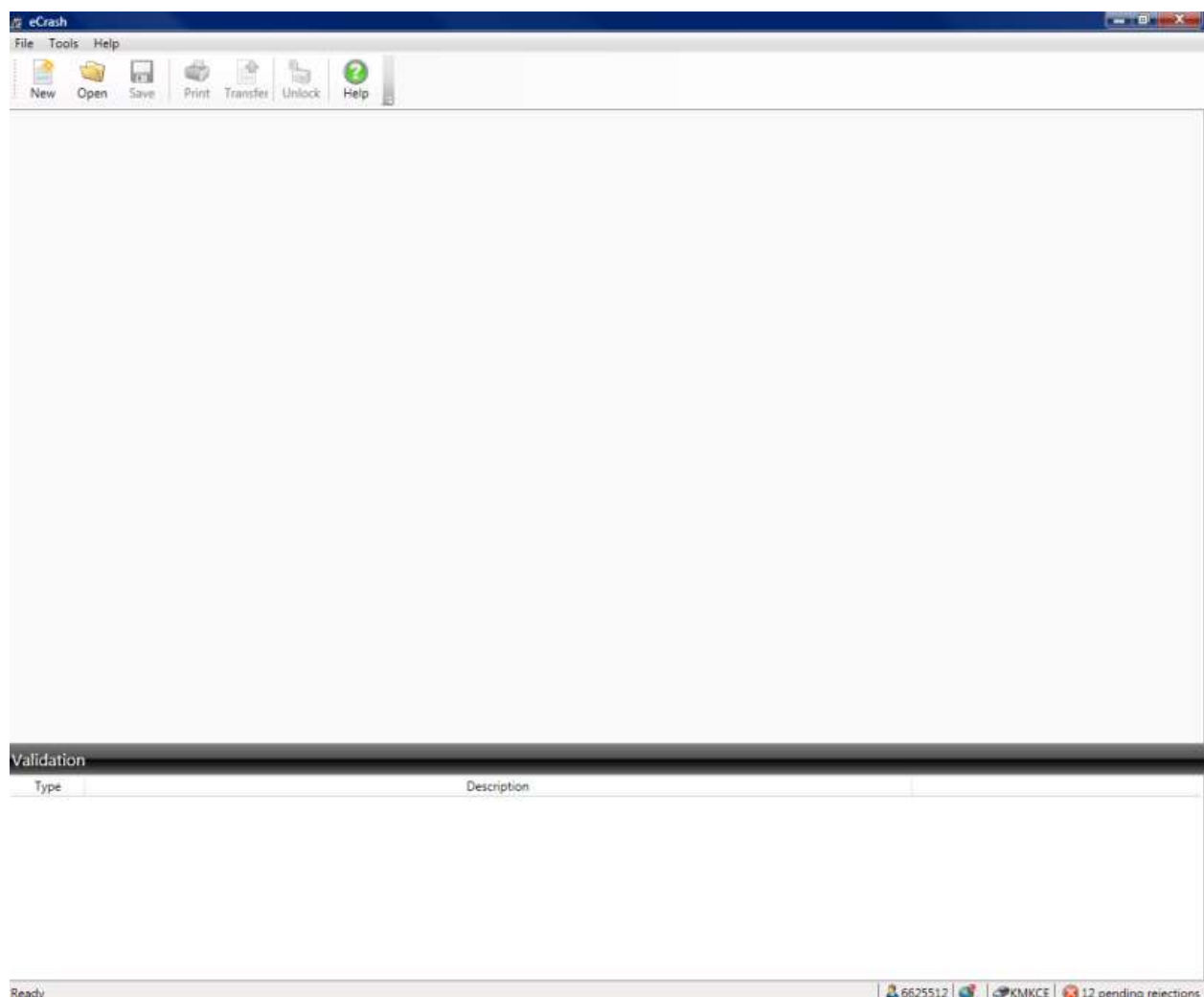
3 ECRASH OVERVIEW

3.1 Starting eCrash

1. To open eCrash, click on the eCrash button along the bottom row of buttons in MOVE.
2. As eCrash opens a splash screen will appear similar to the one below. This screen is designed to let you know what is going on as the program loads.



3. Once eCrash opens, a blank screen will appear like the one below.



4. The eCrash program contains a few buttons at the top of the screen as well as a list of menu items. These buttons are primarily used for opening a new crash form, re-opening an old crash form, saving, printing, transferring and checking for forms that have been returned for correction or amendment.



Each of these options will be discussed in greater detail in their appropriate sections below.

3.2 How to Open New Crash Form

This section will show how to open a new crash form or resume work on an existing crash form once in eCrash.

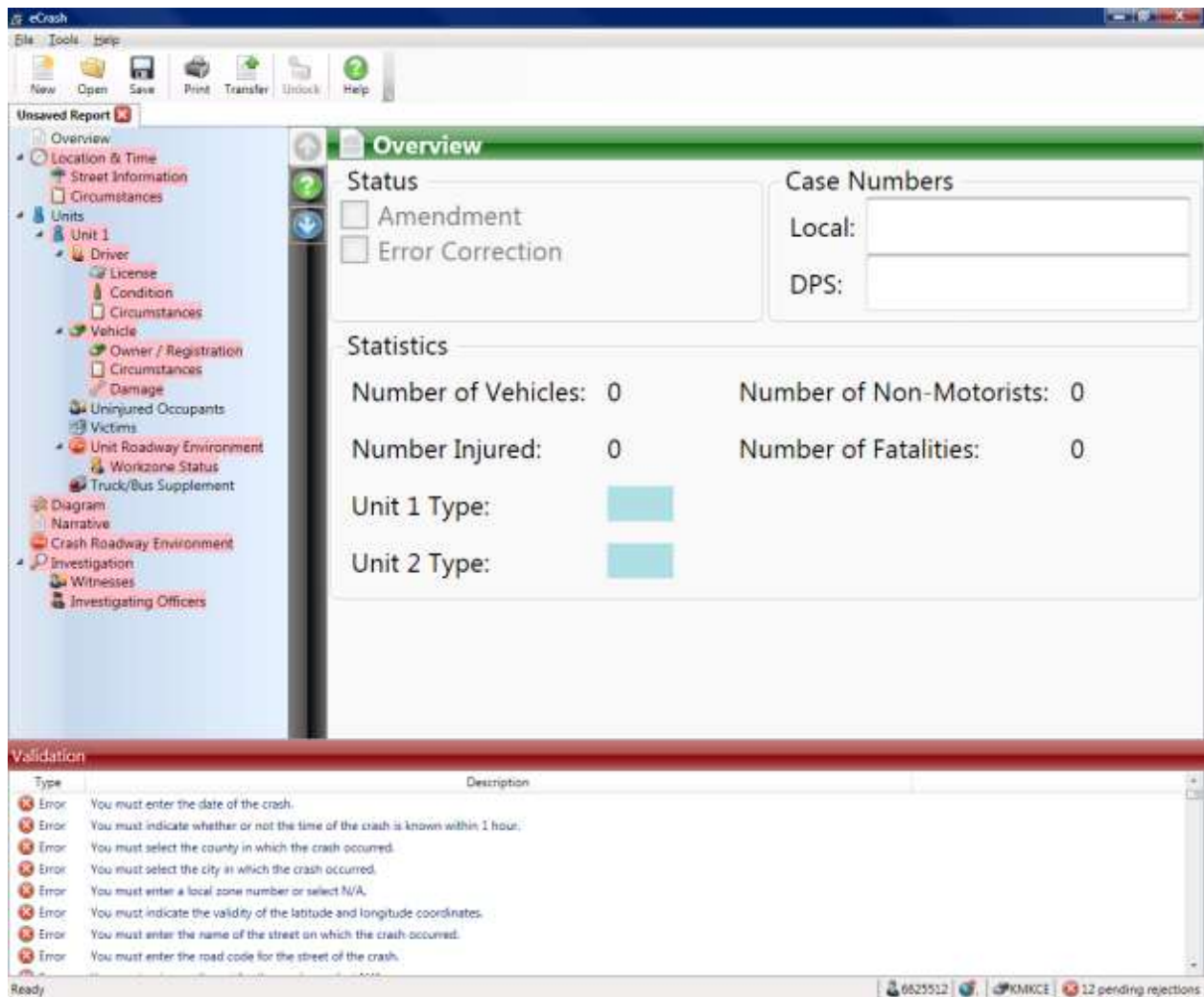
1. The three ways to begin a new crash form are listed below:

a. Click on the New Document button (below) at the top of the screen;



b. Click on File → New; or


c. Click Ctrl+N.

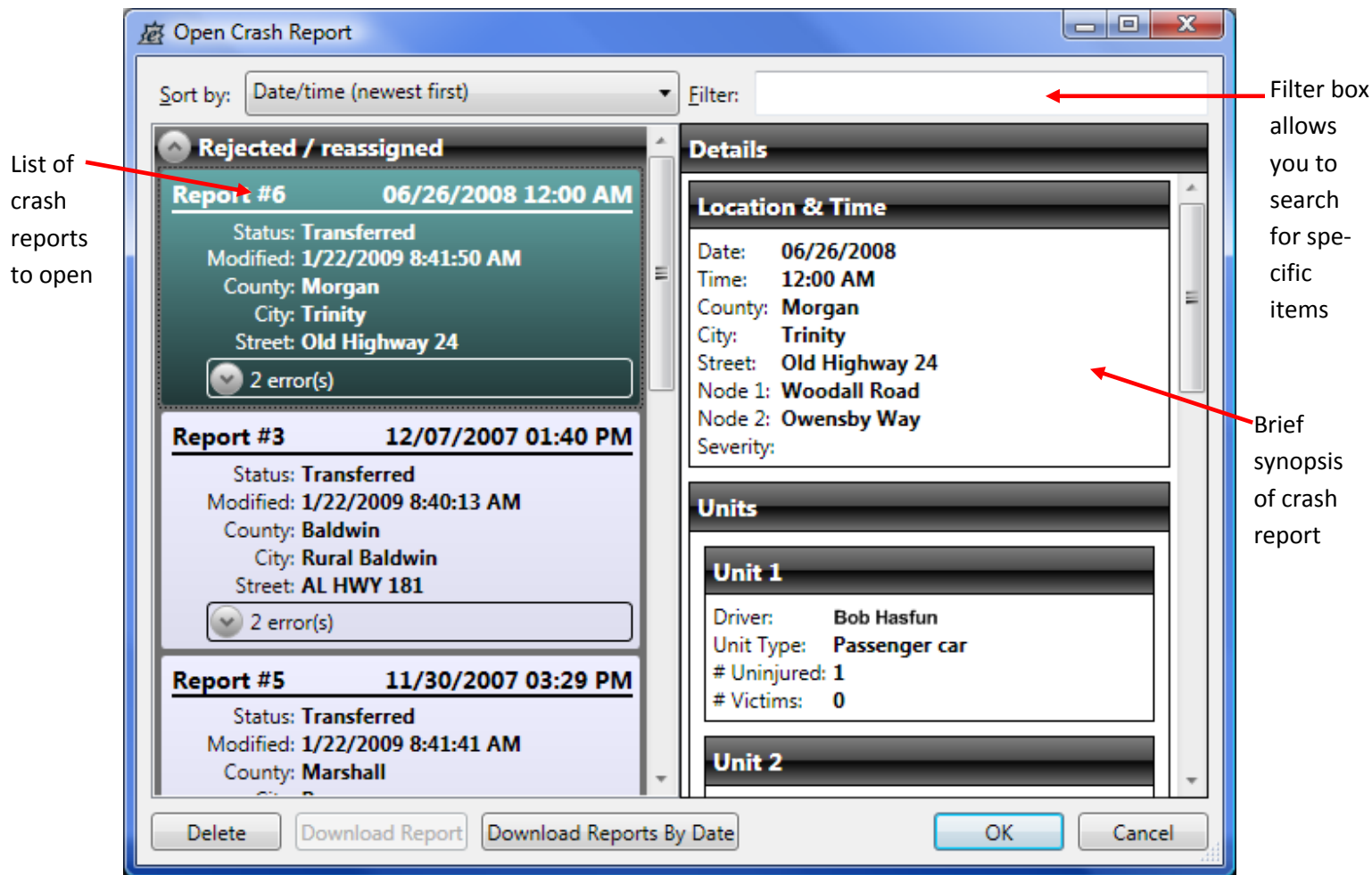
The image shows the eCrash software interface. At the top is a menu bar with "File", "Tools", and "Help". Below it is a toolbar with icons for "New", "Open", "Save", "Print", "Transfer", "Unlock", and "Help". The main window is divided into two panes. The left pane, titled "Unsaved Report", contains a tree view of report sections: Overview, Location & Time, Street Information, Circumstances, Units, Unit 1, Driver, License, Condition, Circumstances, Vehicle, Owner / Registration, Circumstances, Damage, Uninjured Occupants, Victims, Unit Roadway Environment, Workzone Status, Truck/Bus Supplement, Diagram, Narrative, Crash Roadway Environment, Investigation, Witnesses, and Investigating Officers. The right pane, titled "Overview", contains several sections: "Status" with checkboxes for "Amendment" and "Error Correction"; "Case Numbers" with input fields for "Local:" and "DPS:"; "Statistics" with fields for "Number of Vehicles: 0", "Number of Non-Motorists: 0", "Number Injured: 0", and "Number of Fatalities: 0"; and "Unit 1 Type:" and "Unit 2 Type:" with blue selection buttons. At the bottom of the window is a "Validation" pane with a table of error messages. The table has two columns: "Type" and "Description". It lists eight errors, all of type "Error", with descriptions such as "You must enter the date of the crash." and "You must indicate whether or not the time of the crash is known within 1 hour." The status bar at the bottom of the window shows "Ready" on the left and "6525512 | 12 pending rejections" on the right.

At this point you are ready to begin completing a new crash form. Each section of the crash form will be discussed in greater detail below.

3.3 Opening a Previously Started Crash form

You can reopen and edit a form at any time up until the time that you have submitted it to your supervisor for approval. After you have transferred the report, you may still alter the crash report, but you will have to set the report as an amendment. To resume work on a partially com-

pleted form, re-open it by clicking on the open folder button . You will see a new window similar to the one below:



To open a previously opened crash report, simply find the crash report in the list on your left and highlight it (by clicking it) and then click 'OK'.

As time passes, you will have a lot of crash reports to sort through to find the report you need to open. To help this, eCrash has a filter box that allows you search for a specific crash report. For instance, if you know the last name of a person involved, you may type that name and your report list will be filtered by that last name.

You have the ability to open a previously saved crash report, a transferred crash report, and a crash report that has been rejected or reassigned. Notice that the reports are grouped according

to the type of report. There are multiple types of reports: Transferred, Rejected/Reassigned, New, etc.


You also have the ability to delete a crash report from your computer.

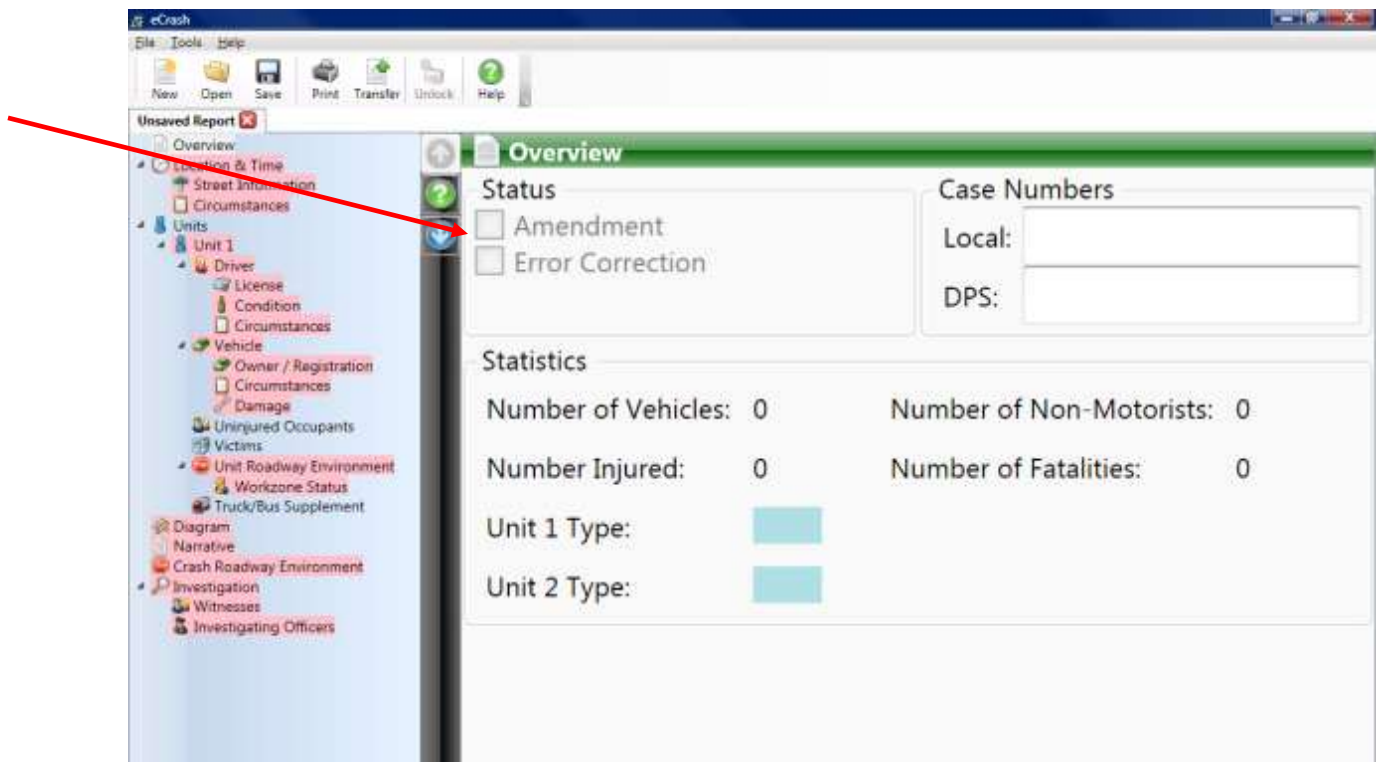
NOTE: If you delete a crash report that is already transferred, you will not delete the report from the server. You can always re-download the report at a later date.

3.4 How to amend a crash report or make an error correction

From Time to time, you are required to amend a previously completed (transferred) crash report (e.g. delayed fatality). To amend a crash report, simply follow these steps:

- Open the crash report you want to amend/correct by following the steps from [section 3.3](#)

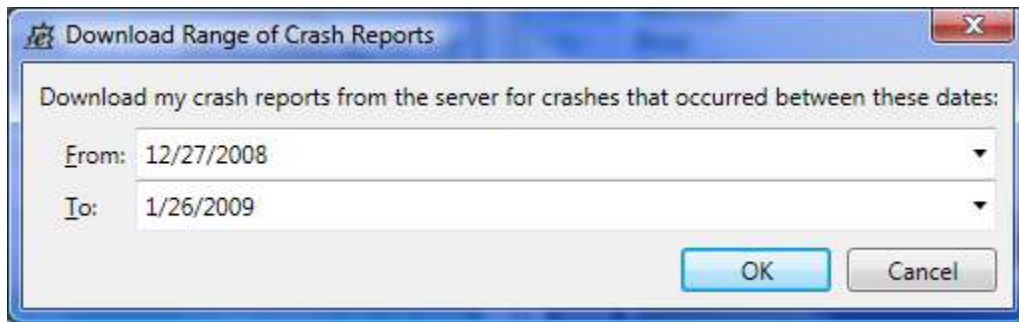
- Once the report is opened, simply click the unlock button 
- Once unlocked, make sure you specify the type of correction you are doing in the Overview screen.



3.5 How to download a set of crash reports by date

On occasion, you will need to re-download a set of crash reports. For instance if you get a new computer, or move to a different computer, there could be a need to download all the reports you have transferred between a set of dates. To do this follows these steps:

- Click on the Open button to open a crash report
- Click the “Download Reports by Date” button



- Specify the date range and click “OK.” eCrash will go and download all the crash reports that you completed between the two dates you specified.

3.6 How to save a crash report

If you need to close and save a crash report to complete at a later time, there are three ways to do so:

- Click File → Save
- Use the keyboard shortcut ctrl+S
- Close the crash report and you will be prompted to save with a similar screen below:



If you would like to save these changes, click “Save changes and close”.

3.7 Understanding the Layout of the eCrash Screen and Navigating the Form

It is important to become familiar with the overall layout of the crash form before entering any data. This section will provide an orientation to the eCrash environment.

3.7.1 Left panel outline

The outline along the left side of the crash form (shown below) allows access to all of the various sections of the crash form. Clicking on any heading allows direct access to that section of the form. While it is recommended that you move on through the eCrash report pages systematically, no strict ordering of the inputs has been imposed.



The outline follows the basic format and order of the ultimate printed output of the crash report. Each of the sections of the crash report will be reviewed in more detail below. Notice how the sections are highlighted in red and yellow. The colors represent the state of the section. If a section is highlighted red, this indicates error(s) are present in the screen. If yellow, then a warning is detected in the section. This allows the user to quickly find all the errors and warning in the crash form and to fix them easily. NOTE: To transfer a report, there can be no errors present. Warnings, while important to fix, can be present during a transfer.

3.7.2 Top panel icons

Once you have completed a crash form you may need to save, print or transfer the crash form. The buttons for all of these actions can be accessed at the top of the eCrash program and are shown below. The procedures for these as well as Error Correction and Amendments will be given on more detail below.



3.7.3 Bottom panel: errors

When you open a new crash form you will notice a section of the screen below the crash form that lists the omission errors. Since a new form starts out blank, all of the items requiring entry appear on the list.

Validation	
Type	Description
Error	You must enter the date of the crash.
Error	You must indicate whether or not the time of the crash is known within 1 hour.
Error	You must select the county in which the crash occurred.
Error	You must select the city in which the crash occurred.
Error	You must enter a local zone number or select N/A.
Error	You must indicate the validity of the latitude and longitude coordinates.
Error	You must enter the name of the street on which the crash occurred.
Error	You must enter the road code for the street of the crash.

Ready

As you begin entering data these errors will disappear from the list. The errors are listed in the same order as the sections in the left panel, and within each section, from top to bottom and left to right. Thus, if you complete the crash report in the normal order, the errors will disappear accordingly. All errors must be removed before the report can be printed or transferred. If you finish a crash form and errors remain, you have the ability to double-click an error and it will take you to the element to be fixed.

3.7.4 Navigating within a page

There are two ways to move from field to field within any page of eCrash:

- Press the Tab button on your keyboard to move from one field to the next.



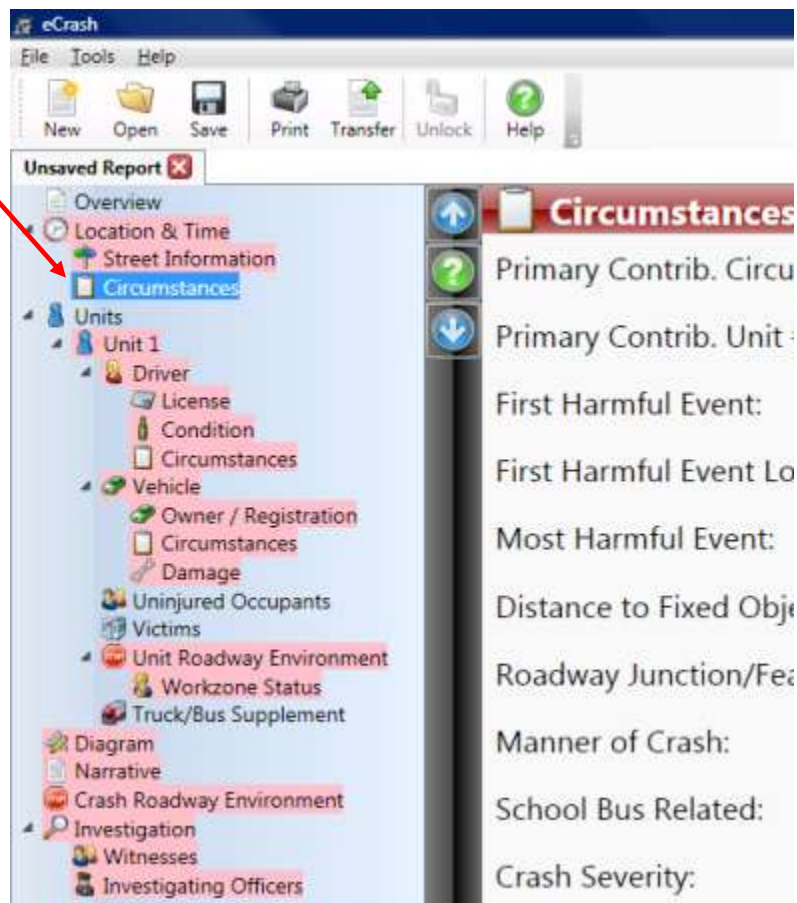
- Alternately, click on any field to move directly to it.

3.7.5 Navigating among pages

While being systematic in completing all data items is highly recommended, it is not necessary to totally complete one page before moving to another. This flexibility was given to allow for times when you need to skip around to enter something while it is still on your mind, or perhaps to correct an error or make something consistent.

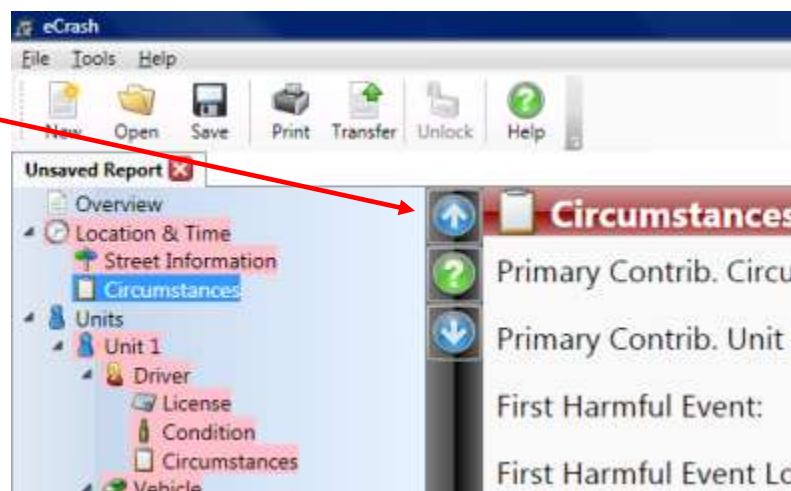
There are two ways to move to a new page. As indicated above, click on the target section heading on the outline on the left side of the screen (see below).

Click to another section in the outline to move to a different section of the form.



You can also click on the arrows at the top of the crash form to move to either the next or the previous screen.

Click to move to either the next or the previous screen.



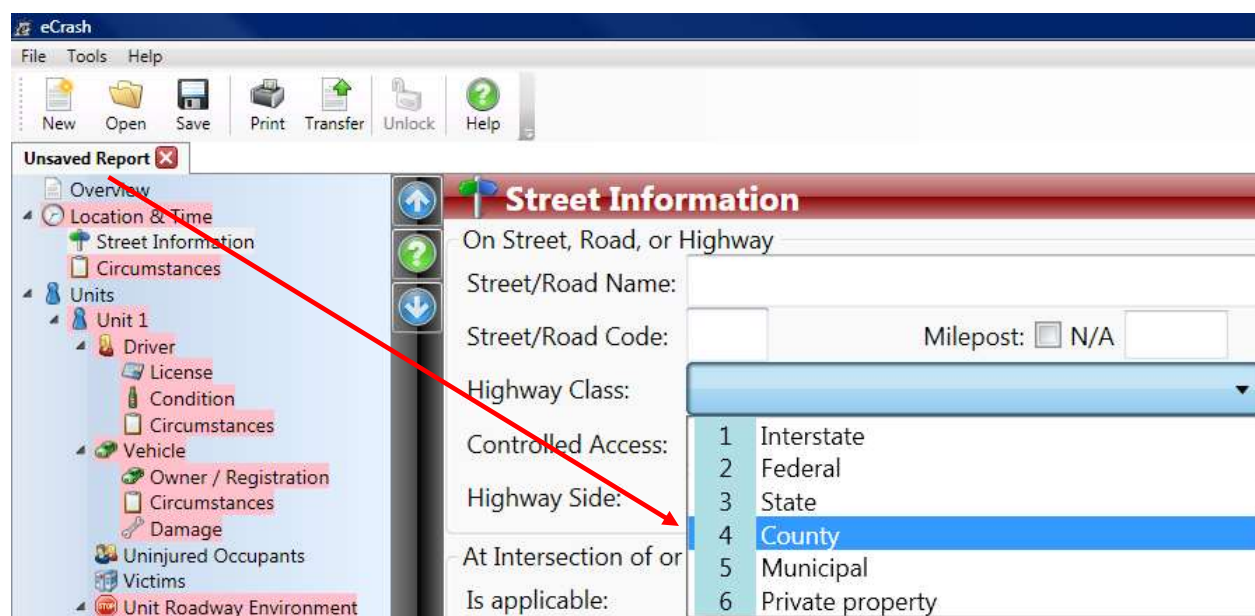
To close a crash form, click the 'X' in the tab for the particular crash form. If you have multiple crash forms open, each will have its own tab. Select which crash form to close by clicking on the 'X' for that particular crash form. Incomplete records can be saved for later retrieval at any time.

Click the 'X' box to close the current crash report



Most data item fields have dropdown selection lists. In order to select an item from a dropdown lists; first activate the dropdown by clicking the arrow on the right of the item grey space. Then select the item that best responds to the data item requirement. For long list, the method indicated below can be used instead of activating the drop down.

Begin typing the code description in the gray space. Example: in the the "Highway Class" field, you will type in the letters C-O-U... and the code for "4 – County" will appear in the "Highway Class" field.



NOTE: Numbers are for reference only; type the code description in the drop down, not its number. Numbers are shown in order to help users of the data see how the list matches with the list given in the AUTCR Data Element Guide and other references. Some users find it easier to remember and locate codes by number, but only the code description entry will produce the code, not its number.

The following sections of this document will give detailed instructions on how to complete each of the individual sections in eCrash.

4 RECENT DATA

4.1 Recent Data Features

MOVE allows you to easily access recent people, vehicle and places by clicking the Recent Data button at the bottom right in the MOVE screen:



This will cause a bar to slide into view on the right side of the screen that offers the following three options:

- Recent People
- Recent Vehicles
- Recent Places

These will be discussed in the next three sections.

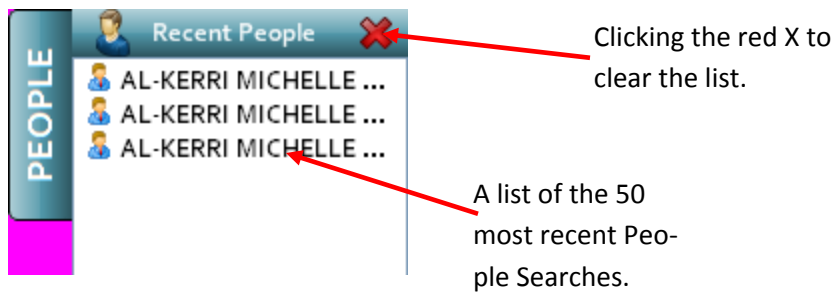
As you move through the various sections of the crash form, you will find various places where you can drag and drop items from the recent data list. You will know when you can drag and drop from the list onto the crash form when you see a matching icon (person, vehicle or place) within the various section of the crash form.

4.2 Recent Data Features: Recent People

Clicking the following icon:



will generate a list of your 50 most recent people searches (similar to that given below) from license scans or Quick License runs in MOVE.



Drag and drop information about any one of these individuals in places within the crash form identified by the person icon given above. These will be identified as we move through the sections of the crash form. **Be sure that you read the entry after you drag and drop it to be sure that you inserted the right person information into the form.** It is easy to drag and drop the wrong person, and doing this could cause severe problems to the persons affected as well as causing extensive administrative difficulties.

To validate information about any one of these individuals, double click the name in the list and a screen similar to the one below will appear.

The image shows a 'Person Information' form window. The form contains the following fields and values:

Name: KERRI MICHELLE KEITH	
Address: [Redacted]	
DL#: [Redacted]	License Class: D
SSN: [Redacted]	
DOB: [Redacted]	
Sex: Female	Restrictions: Corrective Lenses
Race: W	
Height: 5' 8"	
Weight: 140	
Eye Color: Green	
Hair Color: Blonde	
	
AGE: 29	
License Issue Date: 1/27/2006	
License Expiration Date: 1/14/2010	
OK	

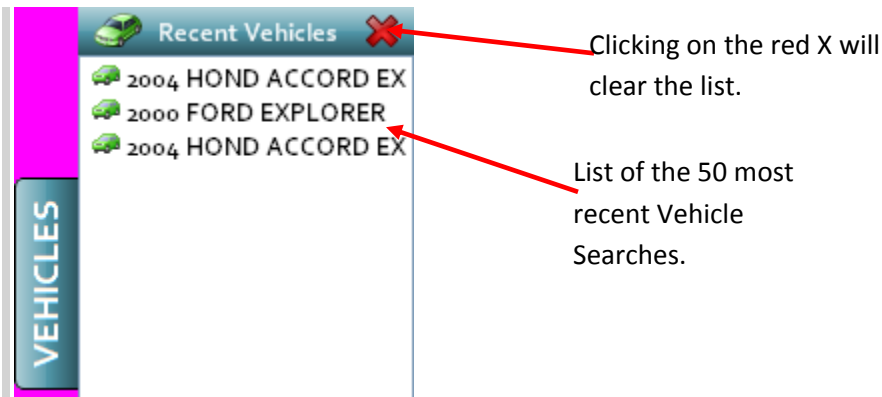
Clicking the Red X at the top right of the Recent People list will clear the list. If you do not use this option to clear the list, the names will roll off the bottom of the list as you continue to add new individuals to the list.

4.3 Recent Data Features: Recent Vehicles

To view recent vehicles, click the car icon:



The bar on the far right will list the 50 most recent vehicle searches (similar to the one below). These search results can come from a Vehicle search in LETS or a Quick Tag run in MOVE. [NOTE: If you do not have Internet capabilities and have not been able to search for a vehicle in LETS, there is no way to add vehicles to this list. Also, there is no way to add vehicles that are not registered in the state of Alabama.]



Any location from this list can be added to the crash form using drag and drop. You will want to add all of the vehicles from the crash to this list so that they can be accessed at any point when completing the crash form.

Double clicking on one of the vehicles in the list will generate a screen similar to the one below. The screen gives basic information about the vehicle from the Quick Tag search or LETS search.

Year:	2004	Make:	HOND	Model:	ACCORD EX
Tag Number:		Issued:	8/16/2007	Expires:	8/31/2008
VIN:				Color:	Gray
Owner DL#:					
Owner State:	AL			Body:	2D
Owner Name:	KEITH KERRI M				
Owner Address:					

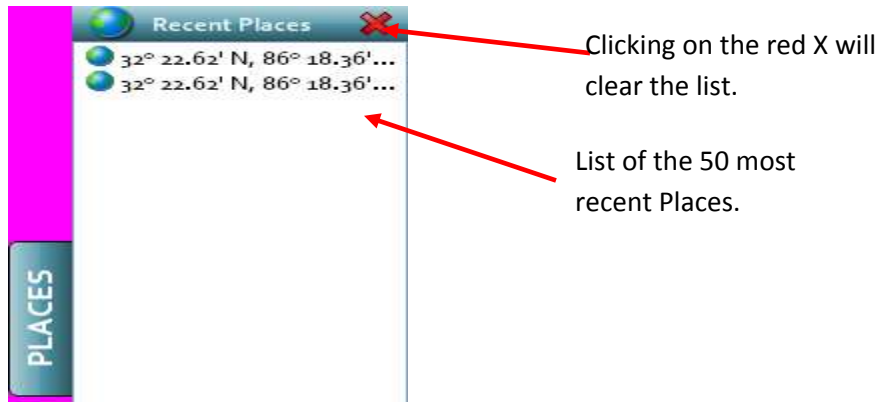
OK

4.4 Recent Data Features: Recent Places

Clicking the globe icon given below



will list the 50 most recent places (similar to the list seen below). This functionality is available to any eCrash user who has an operational GPS unit available. For more information on this functionality, please see the “GPS Coordinates Software” section.



Any location from this list can be added to the crash form using drag and drop. As we move through the various sections of the crash form, the various places where this drag and drop functionality can be used will be discussed in more detail. To see a full description of the GPS coordinates, click one of the coordinates seen in the Recent Data list. The screen below is an example of what results from clicking one of the coordinates from the list.



5 ECRASH SECTIONS

5.1 Overview Section of the Crash form

We now move into a discussion of the various sections of the crash form. To this point, the discussion has focused on the format and functionality of the eCrash program and MOVE. The next sections will move through the various sections seen in the outline on the left side of the screen within eCrash. The first of these is the Overview section.

Notice that the first section listed on the left panel is “Overview.” The Overview screen is shown below:

The screenshot shows the eCrash software interface. On the left is a tree view of sections: Overview, Location & Time, Street Information, Circumstances, Units, Unit 1, Driver, License, Condition, Circumstances, Vehicle, Owner / Registration, Circumstances, Damage, Uninjured Occupants, Victims, Unit Roadway Environment, Workzone Status, Truck/Bus Supplement, Diagram, Narrative, Crash Roadway Environment, Investigation, Witnesses, and Investigating Officers. The 'Overview' section is highlighted in blue. A red arrow points from the text 'The current section is highlighted.' to this blue highlight. The main area displays the 'Overview' form. At the top, the heading 'Overview' is highlighted in green. A red arrow points from the text 'This heading indicates the current section.' to this green heading. Below the heading, there are two main sections: 'Status' and 'Case Numbers'. The 'Status' section contains two checkboxes: 'Amendment' and 'Error Correction'. The 'Case Numbers' section contains two text input fields: 'Local:' and 'DPS:'. Below these is a 'Statistics' section with four fields: 'Number of Vehicles: 0', 'Number of Non-Motorists: 0', 'Number Injured: 0', and 'Number of Fatalities: 0'. At the bottom, there are two fields for 'Unit 1 Type:' and 'Unit 2 Type:', each with a blue selection button.

As discussed above, if appropriate, select the check box for “Amendment” or “Error Correction.” The only other field that can be accessed is the Local Case Number. If your agency uses a local case number, insert it here. This can be any combination of letters and numbers.

The statistics information within this section will be completed automatically as you move through the different sections of the crash form. It is displayed here for validation purposes when opening an existing crash report.


5.2 Location and Time Section of the Crash form

5.2.1 Main Section Screen

The next section listed in the outline is the Location and Time section displayed below. Note the arrows below indicate that the Location & Time screen is current.

The screenshot shows the eCrash application window. The title bar reads 'eCrash'. The menu bar includes 'File', 'Tools', and 'Help'. The toolbar contains icons for 'New', 'Open', 'Save', 'Print', 'Transfer', 'Unlock', and 'Help'. The sidebar on the left shows a tree view of the crash form sections. The 'Location & Time' section is selected and highlighted in blue. The main area displays the 'Location & Time' section with the following fields: 'Date and Time' (with a 'Today' button), 'Date:' (a text input field), 'Time:' (a dropdown menu), 'County and City' (with 'County:' and 'City:' dropdown menus), and 'Local Zone' (a text input field). A red arrow points to the 'Location & Time' section in the sidebar, and another red arrow points to the 'Location & Time' section header in the main area.

From this section, you will need to add the date and time for the crash. Note that there is a

“Today”  button to the right of the date field that will automatically add the current date to the crash form. If you are completing a crash form for a date in the past you can click on the dropdown next to the “Date” field and select the correct date from the calendar that appears.

Location & Time

Date and Time

Date: / /

Time: : PM

County:

City:

Local Z:

Latitude:

Status: ☐ Known ☐ Unknown ☐ No capability t

When you enter the time you will have to select the format for the time field. You will typically want to select “Standard” or “Military” from the list.

Next select the County and City for the location of the crash. A dropdown list is available for the list of counties. As you begin typing the name of the county “T-U-S...,” for example, the first county with those letters be selected from the list. The city list will be limited to the cities contained in the county that is selected. Either by using the dropdown list or by starting to type in the name of the city, select the city from the list of available cities.

The screenshot shows the eCrash software interface. On the left is a tree view with categories like Overview, Location & Time, Street Information, Circumstances, Units, Driver, License, Condition, Circumstances, Vehicle, Owner / Registration, Circumstances, Damage, Uninjured Occupants, Victims, Unit Roadway Environment, Workzone Status, Truck/Bus Supplement, Diagram, Narrative, Crash Roadway Environment, Investigation, Witnesses, and Investigating Officers. The main panel is titled 'Location & Time' and contains the following fields:

- Date and Time:** Date: [Today], Time: [Format and Status] [Time]
- County and City:** County: 63 Tuscaloosa, City: [Dropdown menu open showing: Brookwood, Lake View, Moundville, Northport, Rural Tuscaloosa (highlighted), Tuscaloosa, Vance, Woodstock, Coaling]
- Local Zone:** [N/A]
- Status:** Rural Tuscaloosa
- Type:** Vance
- Latitude:** [Empty field]

If the crash occurred outside of city limits, select the “Rural” item from the City list that is given for that particular county.

If you need to enter a “Local Zone” for the crash, do that on this screen immediately below the County and City fields.

Just below the Local Zone field is space for GPS Coordinates. Utilize your GPS unit and the Recent Data fields to add the GPS coordinates to the crash form.

At this point notice that the Globe at the top of the eCrash form is now activated and lit. ***If you are certain*** that the last GPS coordinates that you saved (as described in earlier sections) is the correct location for the crash, click on the globe to add the coordinates to the crash form.

Clicking the globe will add the most recently saved location to the form.

The screenshot shows the 'eCrash' application window. The left sidebar contains a tree view with categories like Overview, Location & Time, Street Information, Circumstances, Units, Driver, License, Condition, Circumstances, Vehicle, Owner / Registration, Circumstances, Damage, Uninjured Occupants, Victims, Unit Roadway Environment, Workzone Status, Truck/Bus Supplement, Diagram, Narrative, Crash Roadway Environment, Investigation, Witnesses, and Investigating Officers. The main window displays the 'Location & Time' form. It includes fields for Date and Time, County and City (currently showing '63 Tuscaloosa'), Local Zone (N/A), and Latitude / Longitude Coordinates. A 'Recent Places' list is visible in the top right corner, showing a list of saved locations. A red arrow points from the 'Location & Time' subheading in the sidebar to the globe icon in the top left of the form. Another red arrow points from the 'Recent Places' list to the globe icon.

If you prefer, take a GPS location from the Recent Places list and drag it and drop it from the list on the right to the globe on the Location & Time screen.

5.2.2 Street Information

The Street Information is a subheading under the Location & Time screen in the outline of the crash form given on the left. The Street information is shown below.

The screenshot shows the 'eCrash' application window with the 'Street Information' form displayed. The left sidebar shows the 'Street Information' subheading under the 'Location & Time' category. The main window displays the 'Street Information' form, which includes fields for 'On Street, Road, or Highway', 'Street/Road Name', 'Street/Road Code', 'Milepost' (with a checkbox for 'N/A'), 'Highway Class', 'Controlled Access', and 'Highway Side'. It also includes sections for 'At Intersection of or Between (Node 1)' and 'And (Node 2)', each with 'Is applicable' radio buttons (Yes/No) and fields for 'Street/Road Name' and 'Node Code'. A red arrow points from the 'Street Information' subheading in the sidebar to the 'Street Information' subheading in the main form area.

Data about the address and roadway information at the location of the crash is also entered on this screen. The dropdowns and “type ahead” functionality is useful in finding the correct items from each dropdown list.

The screenshot shows a web-based form titled "Street Information" with a red header bar. On the left side of the form is a vertical navigation bar with three icons: a blue up arrow, a green question mark, and a blue down arrow. The form is divided into several sections:

- On Street, Road, or Highway**: This section contains a "Street/Road Name:" text input field, a "Street/Road Code:" text input field, a "Milepost:" checkbox followed by an "N/A" text input, and three dropdown menus for "Highway Class:", "Controlled Access:", and "Highway Side:".
- At Intersection of or Between (Node 1)**: This section includes an "Is applicable:" label with "Yes" and "No" radio buttons, a "Street/Road Name:" text input field, and a "Node Code:" text input field.
- And (Node 2)**: This section is identical to the "At Intersection of or Between (Node 1)" section, with "Is applicable:" radio buttons, a "Street/Road Name:" text input field, and a "Node Code:" text input field.
- Distance From Node 1**: This section includes an "Is applicable:" label with "Yes" and "No" radio buttons, a "Measurement:" text input field, and a "Units:" dropdown menu.

Generally it is most advantageous to complete all fields before moving to the next section of the form. Notice that as you complete individual fields, their omission errors disappear from the validation panel at the bottom of the eCrash program.

5.2.3 Circumstances

The third section of this general category involves a number of circumstances, as shown below.



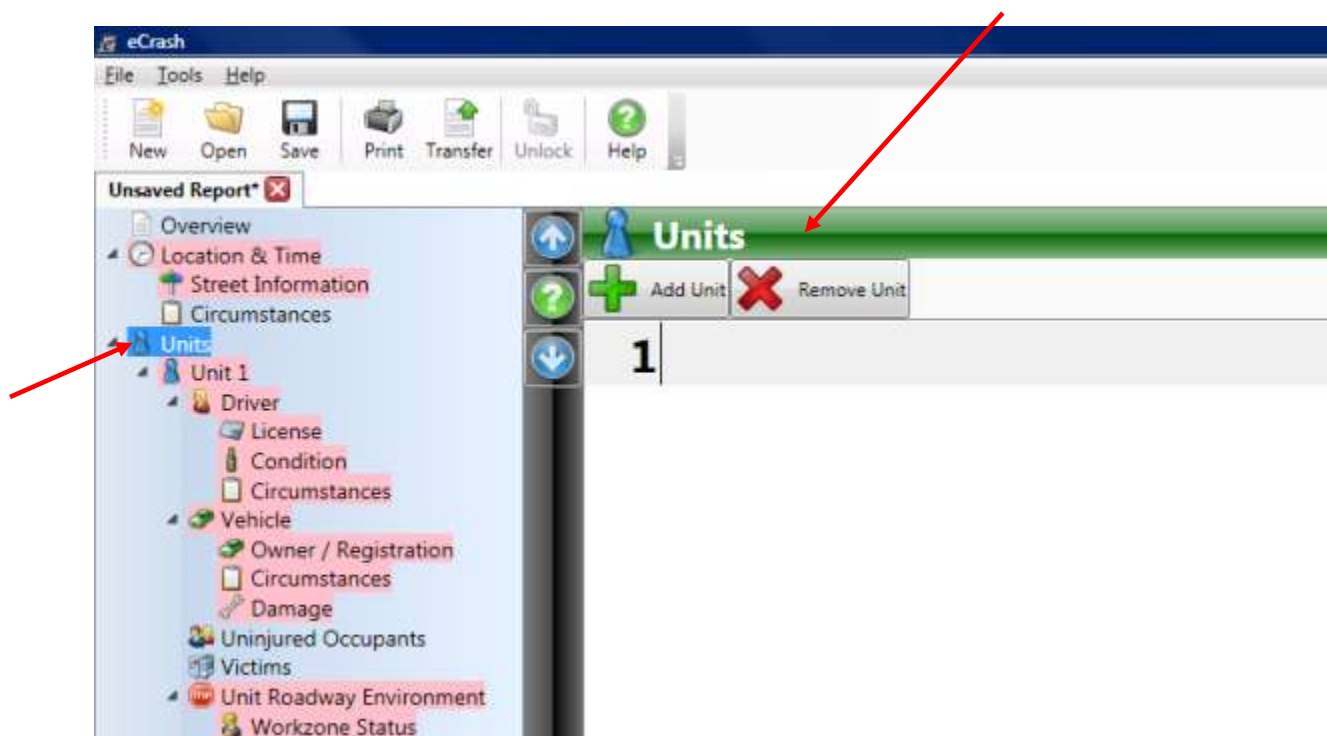
If there is any doubt about the meanings of any of the fields, see the Data Element Manual for a complete explanation of their meanings.

Circumstances	
Primary Contrib. Circumstance:	1 DUI
Primary Contrib. Unit #:	<input checked="" type="radio"/> Unit 1 <input type="radio"/> Unit 2 <input type="radio"/> Unknown
First Harmful Event:	22 Collision with vehicle in traffic
First Harmful Event Location:	1 On roadway
Most Harmful Event:	4 Crossed centerline
Distance to Fixed Object:	<input checked="" type="checkbox"/> N/A
Roadway Junction/Feature:	1 No special feature
Manner of Crash:	3 Head-on (front-to-front)
School Bus Related:	1 No school bus involved
Crash Severity:	A Incapacitating injury

The “Circumstances” section of the crash form refers to the entire crash. Once this is completed it will be necessary to enter data on each of the units that were involved in the crash. In the example that follows, two vehicles will be used to illustrate the unit information.

5.3 Units

The Units screen (shown below) is used to “create” units and to view summary information about these units. Before completing information on the individual units, this screen will be basically blank. In the screen below you will see that there is a blank for Unit 1, but no information is shown for that particular unit.



As you begin entering information, this screen will show key information for a particular unit. If the crash involved other units, they can be added at this point by clicking the “Add Unit” button. If for some reason too many units are created in error, click the “Remove Unit” button. These buttons are found at the bottom of the unit summary.

Click here to add a unit to the crash form.



Click here to delete the selected unit from the crash form.

When a unit is added to the crash report, an additional unit and all of its subsections will be added to the outline on the left side of the screen.

Unit 1 was already included in the outline on the left.

Unit 2 has now been added and has the same set of fields as those listed for the first unit.



Once driver or other identifying data is entered for a unit, the Units screen will appear similar to the one below with the driver name and address appearing in the unit list.



In the next screen the unit is numbered (e.g., Unit 1), and some basic information about the unit is required.

You will need to fill out all of the fields on this screen before moving to the Driver information for the first unit.

If the unit is a Commercial Vehicle and will require a Truck/Bus supplement form, be sure to select the correct option from this list.

This screen will be repeated for each of the units in the crash. Note that the unit type is required. Units may either be motor vehicles or non-motorists, and the various types are given in this dropdown menu. Certain rules are important to note at this point:

- The at-fault or causal unit, defined by the unit associated with the primary harmful event must be either Unit 1 or Unit 2; one of these two must be chosen as the causal unit in subsequent screens;
- If there is a non-motorist involved in the crash, a motor vehicle must be in the Unit 1 position, and the non-motorist must go in the second or subsequent unit position.

In addition to the overall unit section, the following subsections of the crash report exist for each unit:

- Driver/Non-Motorist
 - License
 - Condition
 - Circumstances
- Vehicle
 - Owner/Registration
 - Circumstances
 - Damage
- Non-Motorist (if applicable)
- Uninjured Occupants
- Victims
- Unit Roadway Environment
 - Workzone Status

- Truck/Bus Supplement

Driver and Vehicle subsections will be considered within the following two sections and their subsections. Uninjured Occupants, Victims, Unit Roadway Environment and Truck/Bus Supplement will each have their separate sections.

5.4 Driver/Non-Motorist

Once in the Driver/Non-Motorist screen, the basic fields shown below will need to be completed for the driver or the non-motorist that corresponds to the unit. The license scanner and LETS information can greatly facilitate this process, but if they are not available, these data elements can be completed manually.

The screenshot shows the eCrash application window. The title bar reads 'eCrash'. The menu bar includes 'File', 'Tools', and 'Help'. The toolbar contains icons for 'New', 'Open', 'Save', 'Print', 'Transfer', 'Unlock', and 'Help'. The left sidebar shows a tree view of the report structure. The 'Driver 1' section is highlighted in red. The main form area contains the following fields:

- Full Name:** Includes checkboxes for '97 Not applicable' and '99 Unknown', and input fields for First, Middle, Last, and Suffix.
- Street Address:** Includes checkboxes for '97 Not applicable' and '99 Unknown', and input fields for Street, City, State (dropdown), and Postal Code.
- Phone Number:** Includes checkboxes for '97 Not applicable' and '99 Unknown', and an input field.
- Date of Birth:** Includes checkboxes for '97 Not applicable' and '99 Unknown', and a dropdown menu.
- Demographics:** Includes dropdowns for Race (1 White / Caucasian) and Sex (1 Male).
- Residence within 25 miles of crash site?** A dropdown menu.

Notice that the Person icon is highlighted or lit up, indicating that you can bring in Recent Person information into this section of the crash form. In order to insert Recent Person information, either click directly on the Person icon at the top of the Driver screen (if you are sure that your last license scan or LETS run was for the individual you want to include as the driver for this unit) or drag and drop from the recent person list to this point on the screen.

If you are certain that the last license you scanned was the license for the driver of this unit, click the person icon at the top of the screen to add their information to the form.

The screenshot shows the eCrash software interface. The 'Driver 1' form is active, displaying fields for Full Name, Street Address, City, State, Postal Code, and Demographics. The 'Recent People' list in the top right corner shows two entries: 'AL-KERRI MICHELLE' and 'AL-TERRY WAYNE ELL...'. A red arrow points from the 'Person' icon in the top right to the 'Driver 1' form. Another red arrow points from the 'Person' icon in the top right to the 'Recent People' list. A third red arrow points from the 'Person' icon in the top right to the 'Driver 1' form.

Alternatively, take a person from the Recent People list and drag it and drop it to the person icon on the Driver screen. **This method is recommended if you have scanned several licenses before beginning to fill out the crash form. Be sure you get the right person in each of the target sections.**

Adding information from a license scan (or LETS run) will automatically insert most of the information needed for this screen. The omission error list in the bottom panel enables you to check the data elements and to complete any fields that are still left blank.

Non-motorist information. To the extent possible all data elements that apply to a driver should be completed for the non-motorist. This is true for all of the sections given below. Depending on the type of non-motorist, some data items will be applicable and some will not be. When it is indicated that the unit is a non-motorist, many of the data elements will default to “Not Applicable” (97 or N/A). However, you can override any of these if the items there are meaningful to the non-motorist and they add useful information to the report.

5.4.1 License

The License screen for the driver of the unit is shown below.





The screenshot shows the eCrash application window. The title bar says 'eCrash'. The menu bar has 'File', 'Tools', and 'Help'. The toolbar has icons for 'New', 'Open', 'Save', 'Print', 'Transfer', 'Unlock', and 'Help'. The left sidebar is titled 'Unsaved Report*' and shows a tree view. Under 'Unit 1', 'License' is selected. The main area is titled 'Driver 1 License' and contains the following fields:

- Driver's License Information
- State: AL Alabama (dropdown menu)
- Number: 1234567
- Class: D
- Status: (dropdown menu)
- CDL Status: (dropdown menu)
- Restriction Violations: 97 Not applicable (dropdown menu)
- Endorsement Violations: 97 Not applicable (dropdown menu)

Red arrows point to the 'License' item in the sidebar and the 'Driver 1 License' title bar.

Some of the information on this screen will already be completed if the Recent Person information was used in completing the previous screen. Go in and complete the remaining fields in the license information screen using the omission errors to assure that all items are completed.

The Restriction Violations and Endorsement Violations fields allow for multiple items to be entered. The following process should be used:

- Select an item from the list.
- Click the  button to add that item to the list.
- Rearrange the order of the items by selecting an item on the list and using the up and down arrows  . Be sure that you order the items so that those that have most relevance to the crash are at the top.
- To remove an item from the list, select it and click the  icon.

This process is illustrated below.

Driver 1 License

Driver's License Information

State: ☐ Other ☐ N/A ☐ Unknown

Number: ☐ N/A ☐ Unknown

Class: ☐ N/A ☐ Unknown

Status:

CDL Status:

Restriction Violations

Endorsement Violations

Use these check boxes if none of the codes from the dropdown lists apply.

Select an item from the list to add a Restriction Violation

Use these buttons to add an item to the list, to move an item up or down in priority in the list, or to delete an item from the list.

The fields selected on this screen above are for a driver from the state of Alabama with a suspended license. The driver also is required to use corrective lenses.

5.4.2 Condition

The conditions section contains information specific to the driver of the unit. Some of the fields on this screen are text entry while others have a drop down list or check boxes.

Driver 1 Condition

Place of Employment
☐ Unemployed ☐ Retired ☐ Self-employed ☒ 99 Unknown

Liability Insurance
 Company: ☒ 97 Not applicable ☐ 99 Unknown ☐ None None (uninsured)
 Policy #: ☒ 97 Not applicable ☐ 99 Unknown

Driver Condition / Sobriety
 Condition:
 Officer's Opinion: Alcohol Drugs
 Test Given:
 Test Result: ☐ N/A Not applicable

The lower part of the form on Driver/Non-Motorist Condition/Sobriety will be applied to pedestrians or any other non-motorists where this is applicable. The driver of a vehicle that does not qualify as a motor vehicle should be included in all applicable elements of this screen.

Driver 1 Condition

Place of Employment
☐ Unemployed ☐ Retired ☐ Self-employed ☒ 99 Unknown
 ABC Corporation

Liability Insurance
 Company: ☐ 97 Not applicable ☐ 99 Unknown ☒ None None (uninsured)
 Policy #: ☒ 97 Not applicable ☐ 99 Unknown

Driver Condition / Sobriety
 Condition: ☒ 6 Under the influence of alcohol / drugs
 Officer's Opinion: ☒ Yes Yes (intoxicated) ☐ No No (sober)
 Test Given: ☒ 2 Breath test ☐ 4 No test given
 Test Result: .15 ☐ N/A Not applicable ☐ 97 Not applicable

In this example the driver was employed by the ABC Corporation, had no insurance, had a BAC of 0.15, and there was no indication of drug use.

5.4.3 Circumstances

The fields included in the Circumstances screen are fields that deal with the circumstances surrounding the driver for the unit in question.

The screenshot displays the eCrash software interface. On the left, a tree view under 'Unsaved Report*' shows the hierarchy: Overview, Location & Time, Street Information, Circumstances, Units, Unit 1, Driver, License, Condition, Circumstances (highlighted), Vehicle, Owner / Registration, Circumstances, Damage, Uninjured Occupants, Victims, Unit Roadway Environment, Workzone Status, Truck/Bus Supplement, Unit 2, Driver, License, Condition, Circumstances, Vehicle, Owner / Registration, Circumstances, Damage, Uninjured Occupants, Victims. The main window is titled 'Driver 1 Circumstances'. It contains the following fields:

- Travel Road
- Name
- Code
- Direction
- Circumstances
- Maneuver:
- Most Harmful Event:
- Contributing Circumstance:
- First Harmful Event Location:
- Sequence of Events
 - Event #1:
 - Event #2:
 - Event #3:
 - Event #4:

The Circumstances screen for the unit is the final subsection under the Driver/Non-Motorist heading. When this is completed the next screen will cover Vehicle information for the unit.

Driver 1 Circumstances

Travel Road

Name	Code	Direction
Highway 69	5069	1 North

Circumstances

Maneuver: 6 Changing lanes

Most Harmful Event: 22 Collision with vehicle in traffic

Contributing Circumstance: 1 DUI

First Harmful Event Location: 1 On roadway

Sequence of Events

Event #1:	4 Crossed centerline
Event #2:	22 Collision with vehicle in traffic
Event #3:	97 Not applicable
Event #4:	97 Not applicable

The fields selected here are for a driver who was traveling North on Highway 69. The driver crossed the center-line and hit vehicle 2 in a head on collision.

NOTE: If there are not four actions that can describe the Sequence of Events, select "97 – Not Applicable" for the remaining events. All fields require some entry.

5.5 Vehicle Information

There is a main Vehicle screen and three screens under it. The Vehicle screen contains some basic information about the vehicle for the particular unit under consideration. Note that the unit number is carried throughout, so as long as that unit number remains the same, it will provide vehicle information for the unit that matches the person information given in the sections above.

Some of this information may be readily accessible through LETS information. If you do not have LETS access or the vehicle is from another state, complete all of the information using the hard copy registration information provided by the drivers.

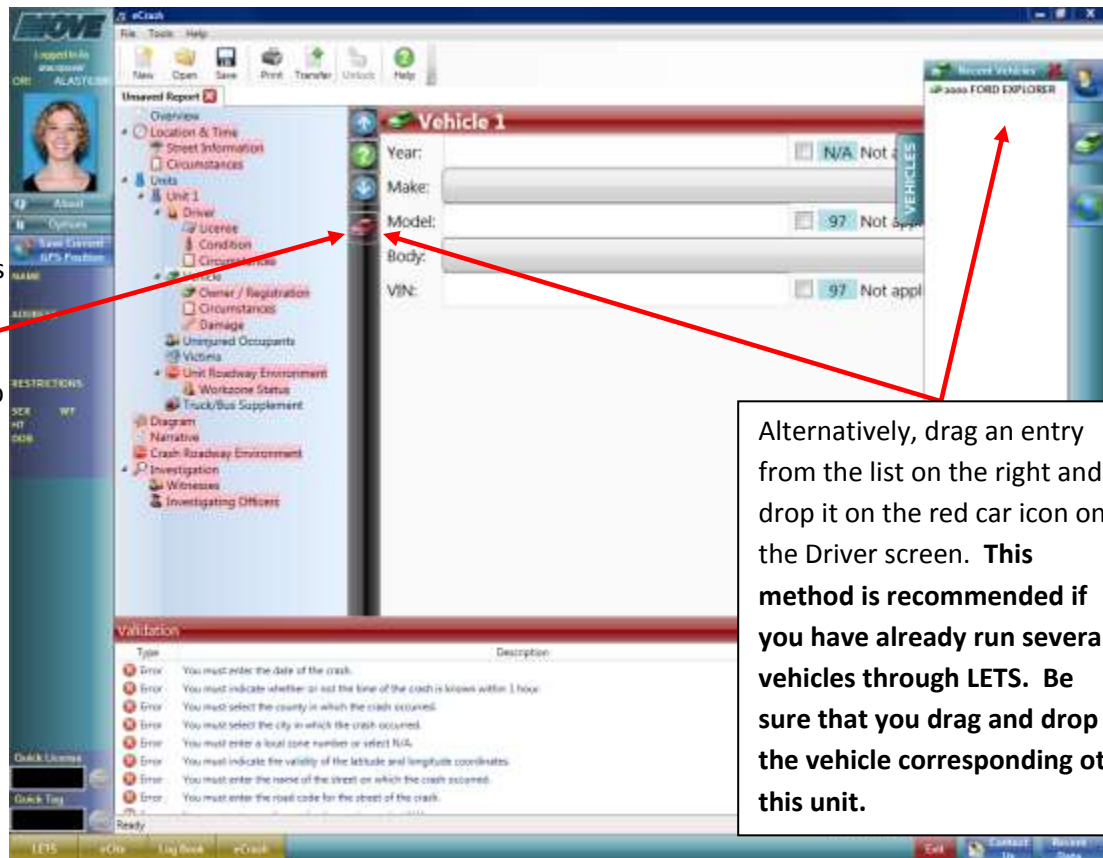


Notice that the Vehicle icon is highlighted or lit up, indicating that you can bring in Recent Vehicle information into this section of the crash form. Recall the two ways to do this:

- Click the *Red Vehicle* icon at the top of the Vehicle screen *only if you are sure that you last LETS run was for the vehicle you want to include as the driver for this unit;* or
- Drag and drop from the recent vehicle list to this point on the screen.

In either case, read over the entry to be sure that it is the one that corresponds to this unit.

If you are certain that the last vehicle you ran in LETS was the vehicle for this unit, click the red car icon at the top of the screen.



Alternatively, drag an entry from the list on the right and drop it on the red car icon on the Driver screen. **This method is recommended if you have already run several vehicles through LETS. Be sure that you drag and drop the vehicle corresponding to this unit.**

After pre-populating the fields as indicated above, check the omission errors at the bottom of the screen to complete any fields that are still blank. At that point, move on to the three subsections under the Vehicle/Non-Motorist.

5.5.1 Owner/Registration

The Owner/Registration section under the major Vehicle heading portion of the form is given below. Much of this screen could already be pre-populated from LETS. However, if you were not able to bring information over from LETS, it will need to be completed from the hard copy registration information provided by the drivers.

The screenshot displays the eCrash software interface. On the left, a tree view shows the navigation structure, with 'Owner / Registration' selected under the 'Vehicle' category. The main window is titled 'Vehicle 1 Owner / Registration'. It contains several sections: 'Vehicle Owner' with checkboxes for 'Same as driver' and '97 Not applicable', and input fields for Name, Street, City, State (a dropdown menu), and Postal Code. To the right of these fields are '99 Unknown' labels. Below this is the 'Vehicle License Tag' section with checkboxes for 'N/L No license tag on motor vehicle', 'N/A Not applicable', and 'U/K Unknown'. It also has input fields for Number, State (a dropdown menu), and Year, with a '97 Not applicable' label next to the Year field. A red arrow points to the 'Owner / Registration' menu item in the sidebar, and another red arrow points to the 'Vehicle 1 Owner / Registration' header.

If the Vehicle owner is not the same as the driver, change/correct the Vehicle Owner information at the top of this screen by un-checking the “Same” block at the top of the screen. You may also need to correct some vehicle license tag information at the bottom of this screen, so this should be checked over carefully.

5.5.2 Circumstances

The Circumstances screen within the Vehicle portion of the crash form is given below.

Vehicle 1 Circumstances

Usage / Status

Usage:

Emergency Status:

Hazardous Materials

Placard Required:

Hazardous Cargo:

Cargo Released:

Attachment / Oversized Load

Attachment:

Oversized Load:

Had Oversized Load Permit:

Other Circumstances

Contributing Defect:

Speed Limit: ☐ N/A Not applicable

Estimated Speed: ☐ 000 Stationary ☐ Unk Unknown ☐ N/A Not applicable

Citation Offense Charged:

Most of the entries utilize dropdown lists in order to speed up the entry process. Some of the fields will be “grayed out” automatically if generally they do not apply. For example, if the vehicle is a personal vehicle (and not a commercial vehicle), fields such as Emergency Status and the Hazardous material fields will be grayed out. However, if for some reason these fields do apply, these “97 Not applicable” default entries may be overridden.

Vehicle 1 Circumstances

Usage / Status

Usage:

Emergency Status:

Hazardous Materials

Placard Required:

Hazardous Cargo:

Cargo Released:

Attachment / Oversized Load

Attachment:

Oversized Load:

Had Oversized Load Permit:

Other Circumstances

Contributing Defect:

Speed Limit: ☐ N/A Not applicable

Estimated Speed: ☐ 000 Stationary ☐ Unk Unknown ☐ N/A Not applicable

Citation Offense Charged:

The example given here is for a personal vehicle with no attachment and no contributing defects. The driver was traveling 80 mph on a 45 mph roadway, driving with a suspended license and charged with that by the officer.

5.5.3 Damage

The Damage subsection for the Vehicle is given below.

The screenshot shows the 'Vehicle 1 Damage' form. The left sidebar has a tree view with 'Vehicle' selected. The main form has a title bar 'Vehicle 1 Damage' and a 'Vehicle Damage Information' section. The 'Vehicle Damage Diagram' section shows a car diagram with 12 numbered areas (01-12) and checkboxes for Undercarriage, Attachment, Totaled, and Not Applicable. A red arrow points to the 'Vehicle 1 Damage' title bar, and another red arrow points to the 'Vehicle' section in the left sidebar.

One notable change from the previous crash form is the more detailed vehicle damaged areas – there are now 12 areas around the car (similar to the clock, which is quite often used to indicate direction). Multiple entries are allowed for damage areas; see below.

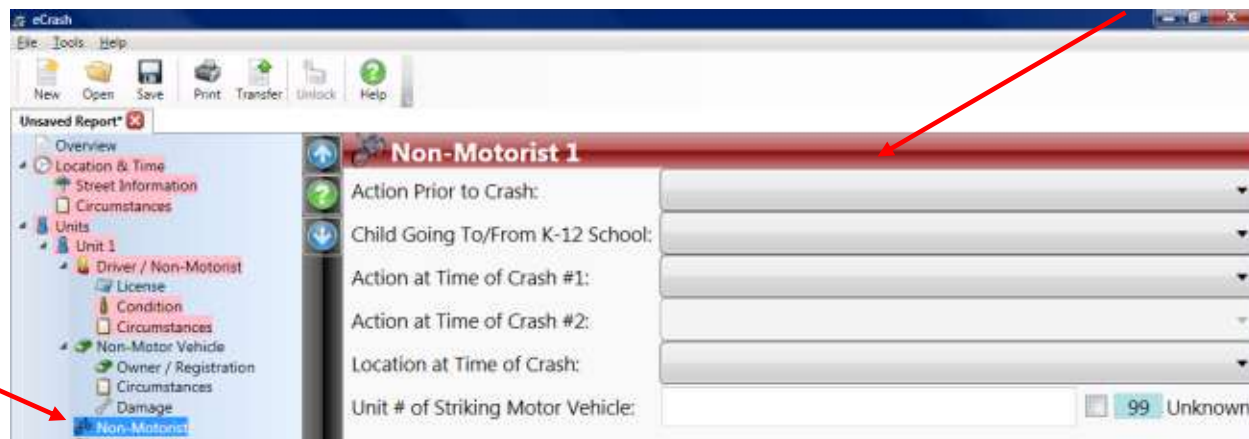
Clicking an area will turn the number yellow to indicate that it was selected. In this example, sections 11, 12 and 01 are selected as damaged areas.

In this example the vehicle was severely damaged to the point of having to be towed. It was towed by ACME Towing to the City Lot. The damage done to the vehicle was limited to sections 11, 12 and 01 (the sections highlighted in yellow). The point of initial impact was the front section (or section 12).

This is the final subsection of the Vehicle part of the report. The unit may contain occupants either uninjured or injured (documented in the “Victims” section).

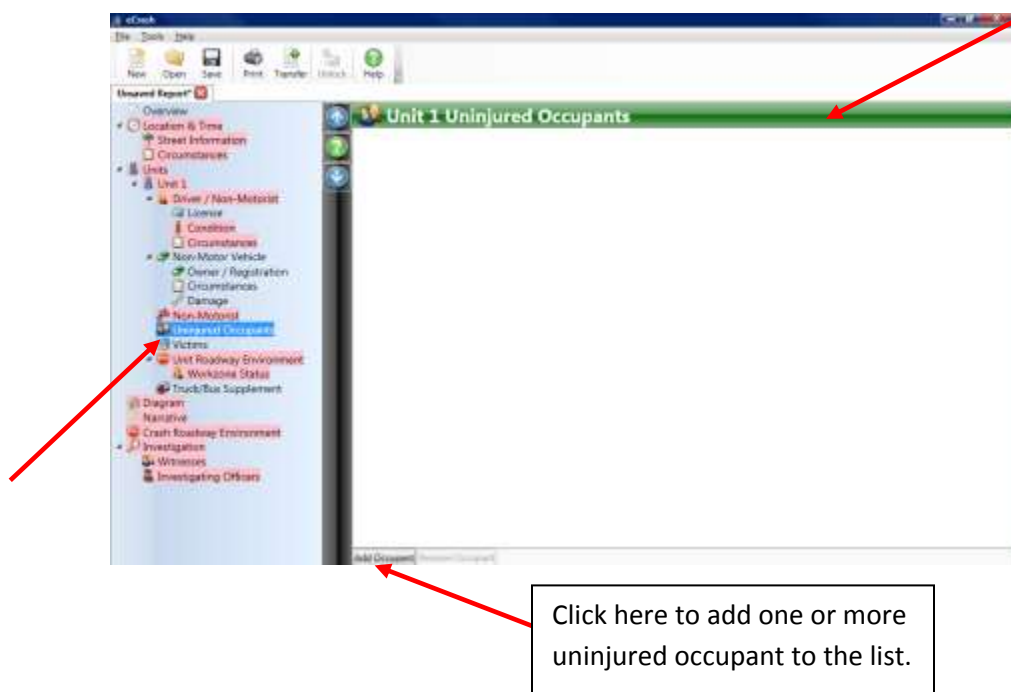
5.6 Non-Motorist

The Non-Motorist section contains information that is only pertaining to units that are described as non-motorists. If you do not choose your unit type as non-motorist, you will not see this section.

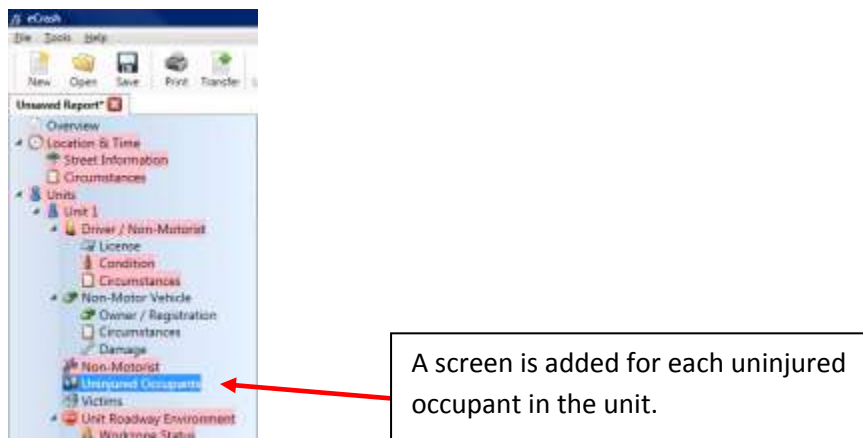


5.7 Uninjured Occupants

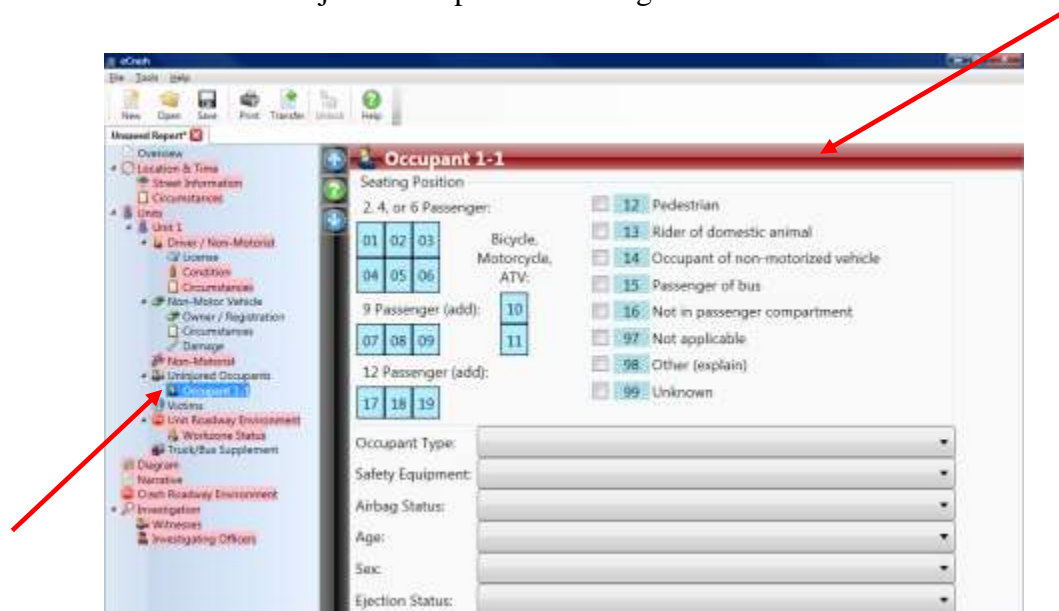
Bypass this section if there were no uninjured occupant in the unit vehicle. If there were uninjured occupants (including the driver), one of these sections of the report will be required for each one in the unit. Uninjured occupants in other units get documented within their respective units. *It is critical to keep all occupants identified within their respective units.*



To add an uninjured occupant, click the “Add Occupant” button at the bottom of the uninjured occupant screen as shown above. After you add an occupant, notice that the outline of the crash form adds a screen for that (uninjured) occupant. Injured occupants (victims) including the drivers if injured, should not be added at this point. They will be documented in the Victims section for each unit.



The screen for each uninjured occupant screen is given below.



There are some additional data items required that were not on the old crash report form. These data items are essential to obtaining some extremely important information, e.g., being able to compare injured with uninjured occupants to see the effectiveness of restraint use for various age groups.

Occupant 1-1

Seating Position
2, 4, or 6 Passenger:

01	02	03
04	05	06

Bicycle, Motorcycle, ATV:

10
11

9 Passenger (add):

07	08	09
----	----	----

12 Passenger (add):

17	18	19
----	----	----

☐ 12 Pedestrian
☐ 13 Rider of domestic animal
☐ 14 Occupant of non-motorized vehicle
☐ 15 Passenger of bus
☐ 16 Not in passenger compartment
☐ 97 Not applicable
☐ 98 Other (explain)
☐ 99 Unknown

Occupant Type: 2 Passenger

Safety Equipment: 2 Shoulder and lap belt used

Airbag Status: 8 Deployed side, no switch

Age: 6 16 - 20

Sex: 2 Female

Ejection Status: 1 Not ejected or trapped

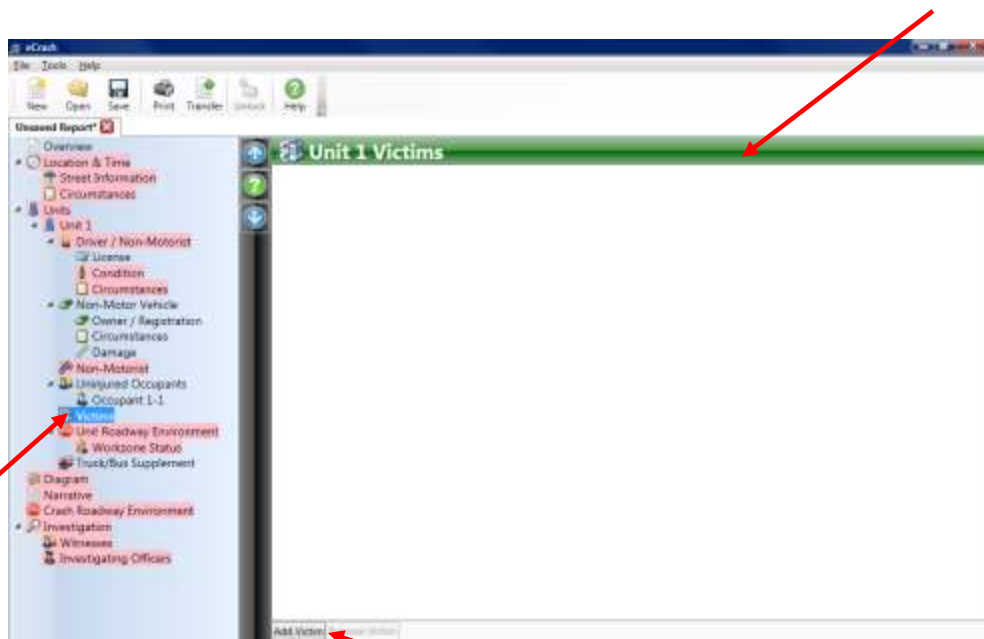
This example is for an uninjured passenger in the back seat (passenger side) of Vehicle 1. The occupant was a female between the ages of 16 and 20. She was wearing a lap and shoulder belt and the airbag deployed. She was not ejected from the car at the time of the crash.

A completed uninjured occupant page should look similar to the one above. Add as many uninjured occupants needed for the unit under consideration.

GENERAL NOTE: When you have finished completing the Uninjured Occupants section and the Victims section (described below) of a unit, it must include an entry for *every* person in that unit. This will include the driver of the unit and all passengers of the unit. If the unit is a non-motorist entity, it will include every person associated with that unit as well (e.g., pedestrians, bicyclist etc.). Every individual of the unit will be accounted for in either the Uninjured Occupants' or the Victims' screens, depending on whether or not they are injured. If the crash involves multiple units, then they will all be documented within their respective units. In this way *every person* involved in the crash will be documented as either an uninjured occupant or a victim.

5.8 Victims

Victims can be viewed as being totally comparable to non-injured occupants in every sense except that there are a few more data elements that are required to document the medical aspects of the victim injury. Adding victims' pages is comparable to adding non-occupant pages, as indicated below.



Click here to add one or more victims to the list.

As with the uninjured occupants, after adding a victim, the outline of the crash form will be modified to indicate each victim that is added to the unit. A separate page (called Details) is also added for each victim.



A screen is added for each victim in the unit. We have added one victim for Unit 1. Note the Details page that is added as well.

The first screen (labeled “Victim i”) is shown below. Here $i = 1, 2, 3, \dots$ depending on the victim number within the unit.

The screenshot shows the eCrash software interface. The left sidebar has a tree view with the following categories: Overview, Location & Time, Street Information, Circumstances, Units, Unit 1, Driver / Non-Motorist, License, Condition, Circumstances, Non-Motor Vehicle, Owner / Registration, Circumstances, Damage, Non-Motorist, Uninjured Occupants, Occupant 1-1, Victims, Victim 1-1, Details, Unit Roadway Environment, Workzone Status, Truck/Bus Supplement, Diagram, Narrative, Crash Roadway Environment, Investigation, Witnesses, and Investigating Officers. The 'Victims' category is expanded, and 'Victim 1-1' is selected. The main area displays a form for 'Victim 1-1' with the following sections: Seating Position (2, 4, or 6 Passenger: 01 02 03, 04 05 06, 9 Passenger (add): 10, 07 08 09, 12 Passenger (add): 11, 17 18 19), Occupant Type (dropdown), Safety Equipment (dropdown), Airbag Status (dropdown), Injury Type (dropdown), Age (dropdown), Sex (dropdown), Ejection Status (dropdown), and First Aid By (dropdown). A red arrow points to the 'Victim 1-1' header, and another red arrow points to the 'Victims' category in the sidebar.

With the exception of “Injury Type” and “First Aid By”, this information is the same as that gathered for Uninjured Occupants.

Once the Victim screen is completed, go on and complete the Details portion (or the second portion) of the victim information. Do these together to keep them from getting disassociated – it is critical that both pages reference the same victim.

It is possible to utilize the license scanner or LETS information to pre-populate some of the information for the victim. Notice that the Person icon is highlighted or lit up, indicating that Recent Person information can be copied into this section of the crash form. In order to copy Recent Person information in, either

- Click directly on the Person icon at the top of the Victim screen (only if you are sure that you last LETS run was for the person you want to include as the driver for this unit); or
- Drag and drop from the recent person list to this point on the screen.

In either case, proof and be sure that the person moved in is exactly the right person being described in this part of the report.

If you are certain that the last person you ran with the license scanner or LETS was this victim, click the person icon at the top of the screen to add that person information to the form.

Alternatively, take a person from the Recent People list and drag it from the list and drop it on the person icon in the Victim Details screen. **This method is recommended if you have run several people through the license scanner or through LETS before beginning to fill out the crash form.**

A completed victim page should look similar to the one above. You can add as many victims as are needed for the unit in question, and this will be reflected on the Victims main page. As an example, if you added two victims to a unit's information, the Victims main page would look like the following.

GENERAL NOTE: When you have finished completing the Uninjured Occupants section and the Victims section (described below) of a unit, it must include an entry for *every* person in that unit. This will include the driver of the unit and all passengers of the unit. If the unit is a non-

motorist entity, it will include every person associated with that unit as well (e.g., pedestrians, bicyclist etc.). Every individual of the unit will be accounted for in either the Uninjured Occupants' or the Victims' screens, depending on whether or not they are injured. If the crash involves multiple units, then they will all be documented within their respective units. In this way *every person* involved in the crash will be documented as either an uninjured occupant or a victim.

5.9 Unit Roadway Information


The next section is the Unit Roadway Information. It is required on a per unit basis since some of the data items might be different for different units within a given crash.

The screenshot shows the 'aCrash' software interface. The left sidebar contains a tree view with the following items: Overview, Location & Time, Street Information, Circumstances, Units, Unit 1, Driver / Non-Motorist, License, Condition, Circumstances, Non-Motor Vehicle, Owner / Registration, Circumstances, Damage, Non-Motorist, Uninjured Occupants, Occupant 1-1, Victims, Victim 1-1, Details, Victim 1-2, Details, Unit 1 Roadway Environment (selected), Workzone Status, Truck/Bus Supplement, Diagram, Narrative, Crash Roadway Environment, Investigation, Witnesses, and Investigating Officers. The main area is titled 'Unit 1 Roadway Environment' and contains the following fields: Involved Road/Bridge, Road Surface Type, Roadway Condition, Environmental Contributing Circumstances, Contributing Material in Roadway, Contributing Material Source, Roadway Curve & Grade, Vision Obscured By, Traffic Control, Traffic Control Functioning, Opposing Lane Separation, Trafficway Lanes, Turn Lanes, and One-Way Street. Each field has a dropdown menu. At the bottom right, there are radio buttons for 'Yes' and 'No'.

We highly recommend using the “type ahead” functionality if you know the description of the code. A completed screen should look similar to the one below.

Unit 1 Roadway Environment	
Involved Road/Bridge:	1 None apparent
Road Surface Type:	1 Asphalt
Roadway Condition:	1 Dry
Environmental Contributing Circumstances:	1 None apparent
Contributing Material in Roadway:	1 None
Contributing Material Source:	97 Not applicable
Roadway Curve & Grade:	5 Curve left, level
Vision Obscured By:	1 Not obscured
Traffic Control:	1 No controls present
Traffic Control Functioning:	97 Not applicable
Opposing Lane Separation:	5 Solid painted lines
Trafficway Lanes:	2 Two lanes
Turn Lanes:	1 None
One-Way Street:	<input type="radio"/> Yes <input checked="" type="radio"/> No

This example is for a dry, asphalt road. The location of the crash did not involve a bridge. No environmental conditions contributed to the crash, and the road took a slight curve to the left. The driver's vision was not obscured and there was no traffic control at the point of the crash. The crash occurred on a two lane road with no turn lanes, and with solid painted lines separating the two lanes.

Note the Stop icon . This icon will allow you to import the Unit Roadway Environment data from another unit. Usually this data does not change between units, so this makes it easier to complete the form.

5.9.1 Workzone Status

Workzone Status screen is the sub section in the Unit Roadway information section. This section describes the details pertaining the crash happening within a workzone or not.



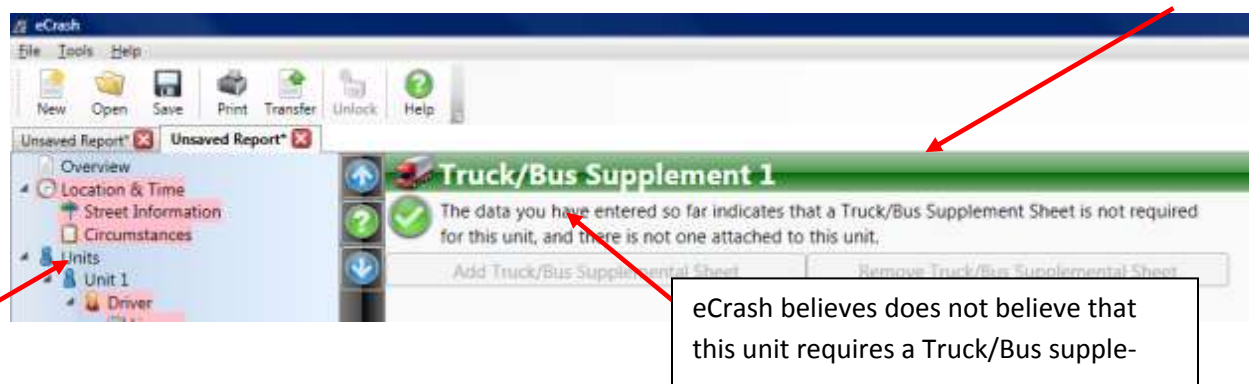
Unit 1 Workzone Status	
Workzone Related:	
Workzone Type:	
Workers Present:	
Law Enforcement Present:	

5.10 Truck/Bus Supplement

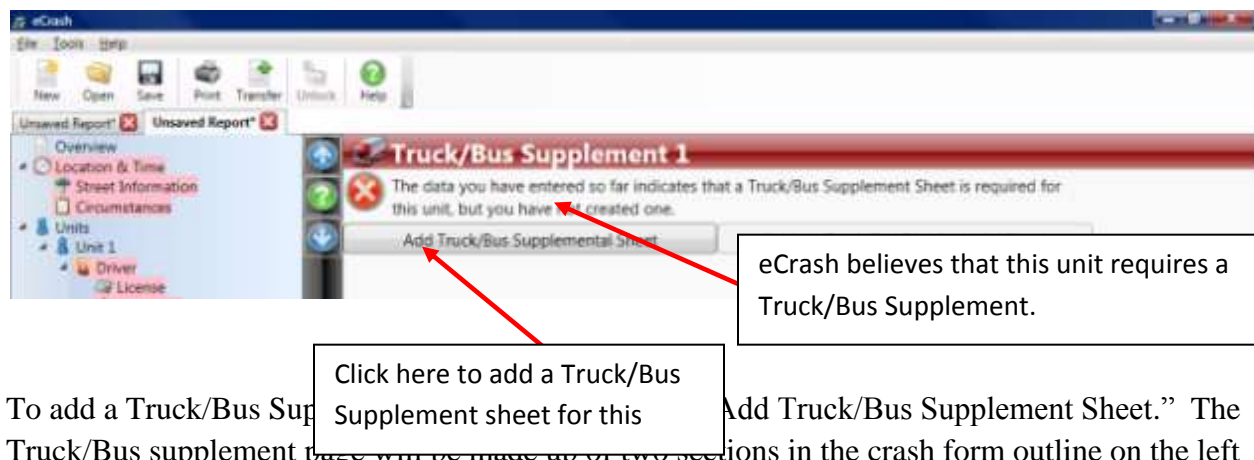
This section is only completed if a truck/bus supplement is required, i.e., if the **unit** qualifies as requiring a Truck/Bus Supplement. There could be several units that qualify (trucks sometimes hit other trucks).

Depending on the information completed thus far on the crash form, the eCrash program will attempt to make a determination as to whether or not a Truck/Bus supplement is required for the unit in question. This determination is based on data that you entered in the Unit field such as the answer to “Is this unit a commercial vehicle?” Obviously it is essential that the relevant questions have been completed for the eCrash to assess this properly. Check your omission errors to see if there are data elements from back pages that need to be completed.

If the eCrash program does not believe that you require a truck/bus supplement, you should see a screen that looks like the following:



If the eCrash program believes that you do require a truck/bus supplement, you will see a screen that looks like the following:



To add a Truck/Bus Supplement sheet for this unit, click the "Add Truck/Bus Supplement Sheet." The Truck/Bus supplement page will be made up of two sections in the crash form outline on the left side of the screen. These are labeled:

- Truck/Bus Supplement; and
- Motor Carrier Information as indicated below.

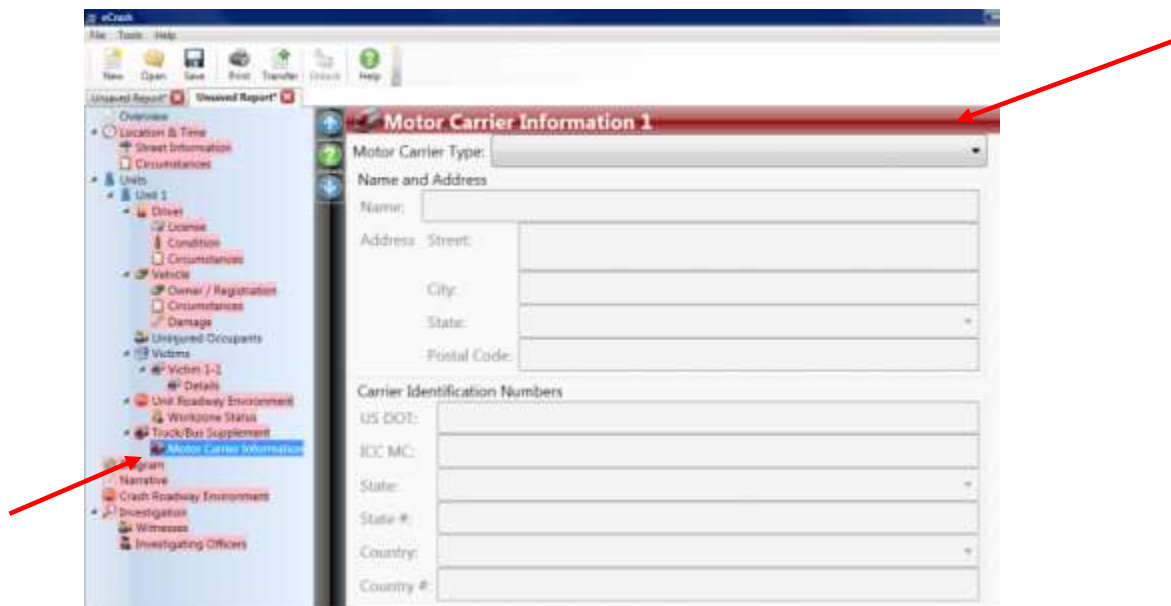
The screenshot shows the 'nCrash' application window. On the left, a tree view under 'Units' shows 'Unit 1' expanded, with 'Truck/Bus Supplement' and 'Motor Carrier Information' selected. The main window displays the 'Truck/Bus Supplement 1' form. The form has a title bar and a header section with a question mark icon and a note: 'A Truck/Bus Supplemental Sheet is present for this unit, but the data you have entered so far is insufficient to determine whether or not one is required.' Below this are two buttons: 'Add Truck/Bus Supplemental Sheet' and 'Remove Truck/Bus Supplemental Sheet'. The form is divided into several sections: 'Weight Rating of the Power Unit' with radio buttons for 'Less than or equal to 10,000 pounds', '10,001 - 26,000 pounds', and 'More than 26,000 pounds'; 'Hazardous Material Involvement' with fields for 'Had Haz-Mat Placard', 'Name/4-digit number from diamond/box', '1-digit number from bottom of diamond', and 'Hazardous material released from cargo'; 'Bus Usage' with a dropdown menu; 'Other Vehicle Information' with fields for 'Vehicle Configuration', 'Cargo Type', 'Cargo Body Type', and 'Other (describe)'; and 'Sequence of Events' with a list of four events, each with a dropdown menu. A red arrow points to the 'Truck/Bus Supplement' item in the sidebar, and another red arrow points to the 'Truck/Bus Supplement 1' title bar.

The first screen (labeled “Truck/Bus Supplement”) is made up of basic information about the characteristics of the vehicle and the events surrounding the crash for that particular unit. Most of these fields can be filled out using the dropdown lists provided for the particular field. If there are not four events that occurred in the Sequence of Events, be sure to add Code 97 for Not Applicable for the remaining events. A completed version of this sheet should look similar to the following:

The screenshot shows the completed 'Truck/Bus Supplement 1' form. The form is titled 'Truck/Bus Supplement 1' and has a header section with a question mark icon and a note: 'A Truck/Bus Supplemental Sheet is present for this unit, but the data you have entered so far is insufficient to determine whether or not one is required.' Below this are two buttons: 'Add Truck/Bus Supplemental Sheet' and 'Remove Truck/Bus Supplemental Sheet'. The form is divided into several sections: 'Weight Rating of the Power Unit' with radio buttons for 'Less than or equal to 10,000 pounds', '10,001 - 26,000 pounds', and 'More than 26,000 pounds'; 'Hazardous Material Involvement' with fields for 'Had Haz-Mat Placard', 'Name/4-digit number from diamond/box', '1-digit number from bottom of diamond', and 'Hazardous material released from cargo'; 'Bus Usage' with a dropdown menu; 'Other Vehicle Information' with fields for 'Vehicle Configuration', 'Cargo Type', 'Cargo Body Type', and 'Other (describe)'; and 'Sequence of Events' with a list of four events, each with a dropdown menu. A red arrow points to the 'Sequence of Events' section.

This example is for a truck between 10,001 and 26,000 pounds not carrying any hazardous materials. The vehicle is classified as a tractor with a semi-trailer carrying household goods. The sequence of events describes a vehicle that collides with another vehicle and then runs off the road.

Once the first part of the Truck/Bus Supplement is completed, move on to the second page in the Truck/Bus Supplement that will contain “Motor Carrier Information.”



These fields should be familiar in that no changes have been made to the Truck/Bus Supplement information. A completed version of this page should look similar to the following:

Motor Carrier Information 1

Motor Carrier Type: 1 Interstate carrier

Name and Address

Name: ABC Transport

Address Street: 123 Main St

City: Tuscaloosa

State: AL Alabama

Postal Code: 35654

Carrier Identification Numbers

US DOT: 123456

ICC MC: 999

State: AL Alabama

State #: 1

Country: US United States of America

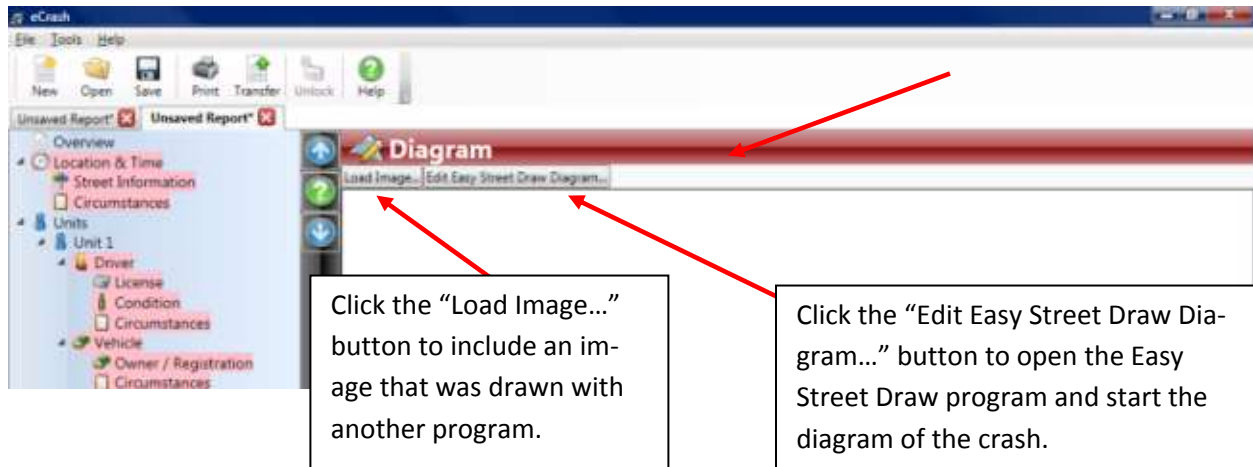
Country #: 1

This example describes a motor carrier located in Tuscaloosa, Alabama. The information given here is specific to the carrier and is required for entry of a Truck/Bus supplement form.

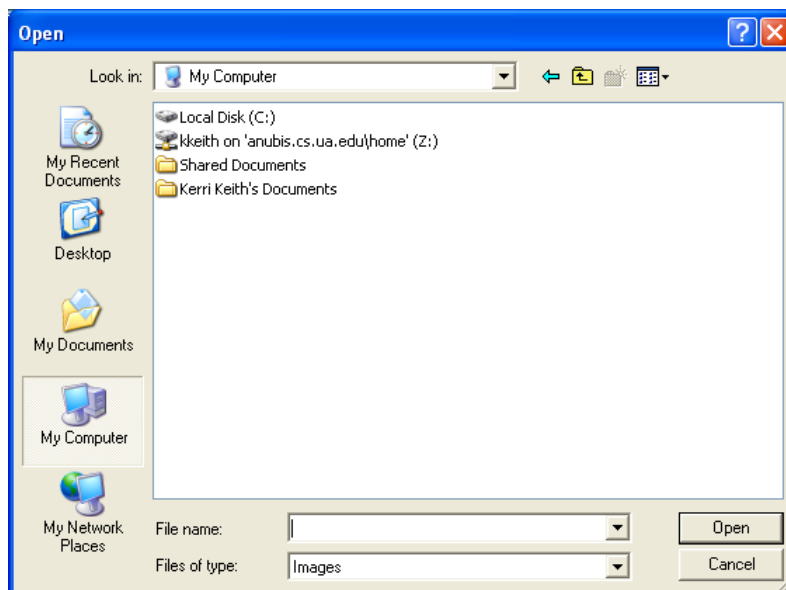
5.11 Diagram

The eCrash program is fully integrated with the Easy Street Draw program, which has been set up to assist in drawing a crash diagram in a format that can be included in an electronic format.

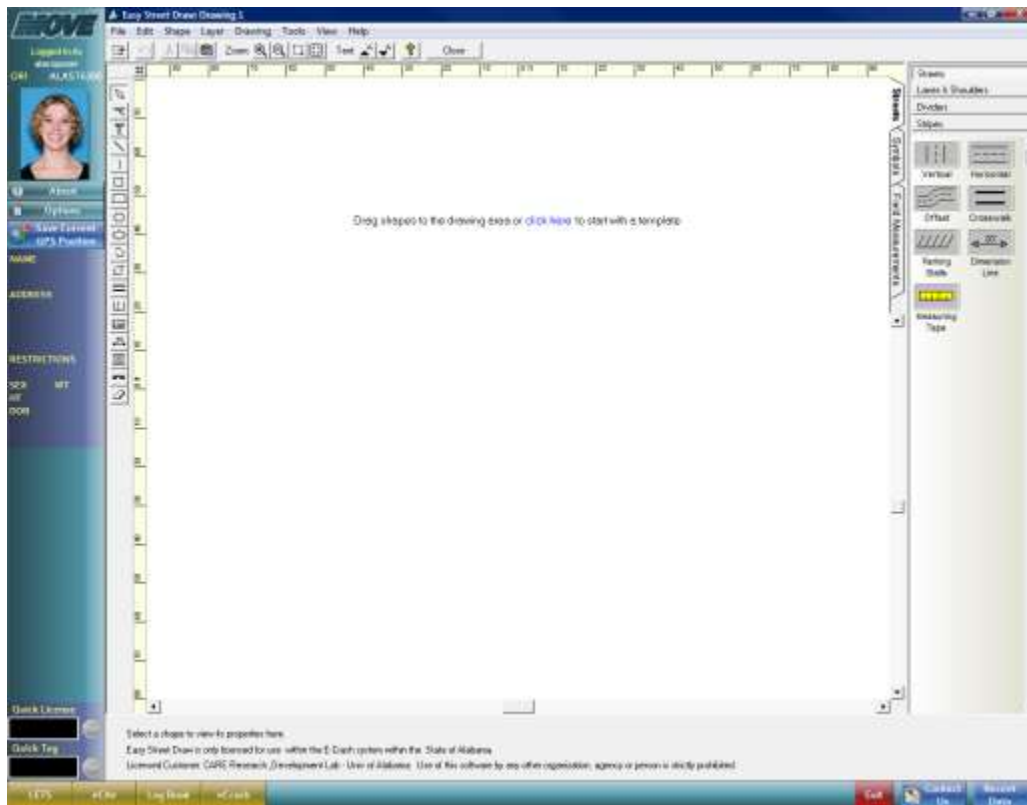
The Diagram screen is given below. Click the “Load Image...” button to include an image that was drawn in another program. To start the Easy Street Draw program and draw the crash diagram with that program, click the “Edit Easy Street Draw Diagram...” button.



If you click the “Load Image...” button you will see a screen that looks like the one below. This allows you to select any image file that is stored on your computer. That image will now be included on your crash form. NOTE: while it's possible to use a separate image besides Easy Street, is **HIGHLY** encouraged that you use Easy Street Draw. Easy Street Draw is installed on your computer as part of the eCrash client so there should never be a reason to no include a diagram created by Easy Street Draw

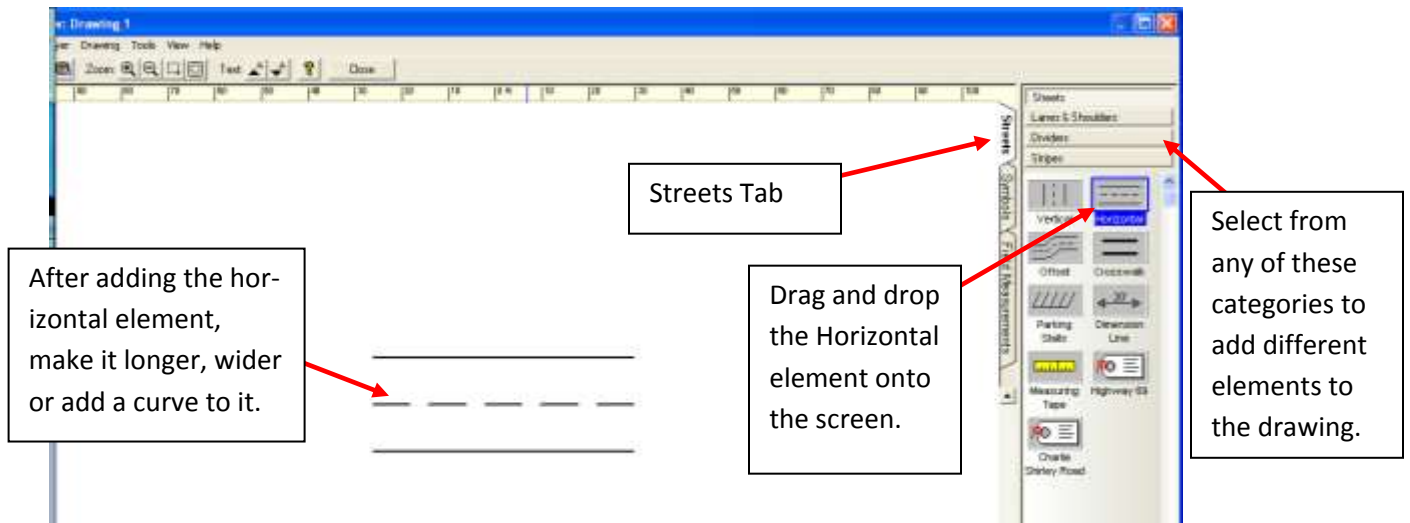


Click the “Edit Easy Street Draw Diagram...” button to open Easy Street Draw begin editing your crash diagram.

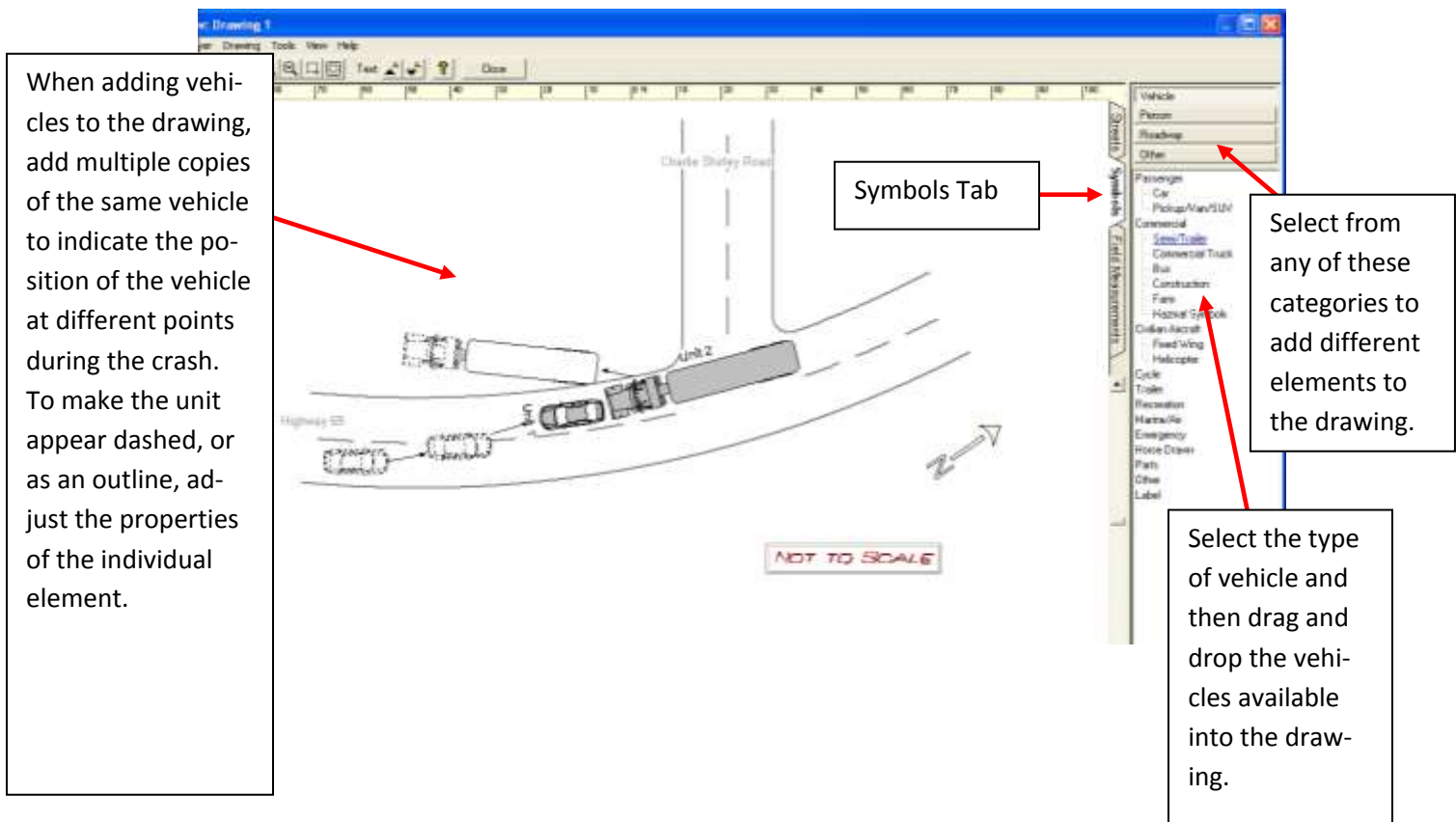


From this screen, add any number of pre-set pieces. This includes vehicles, pedestrians and roadways. Drag and drop elements from the menu on the right into the diagram. Rearrange elements and set them up in the way that you feel is appropriate for the situation.

From the Street tab, add Streets, Lanes & Shoulders, Dividers and Stripes. After dragging pieces into your drawing, it is possible to lengthen the pieces, and even change the curve and angle of the pieces. To add intersecting roads to the diagram, drag another road on top of the first road and the program will automatically make the two roads intersecting. Right click on any element and choose “Properties” in order to find out more about the element or make changes to it.

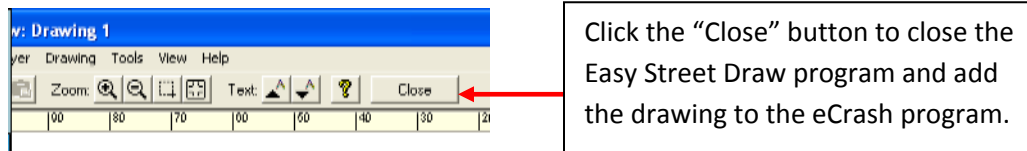


After creating the Streets, click the Symbols tab to add other elements (such as vehicles, pedestrians, or roadside elements) to the drawing. *You must be in the correct tab in order to make changes to the elements from that tab. For example, you cannot make changes to the roadway if you are in the Symbols tab.*

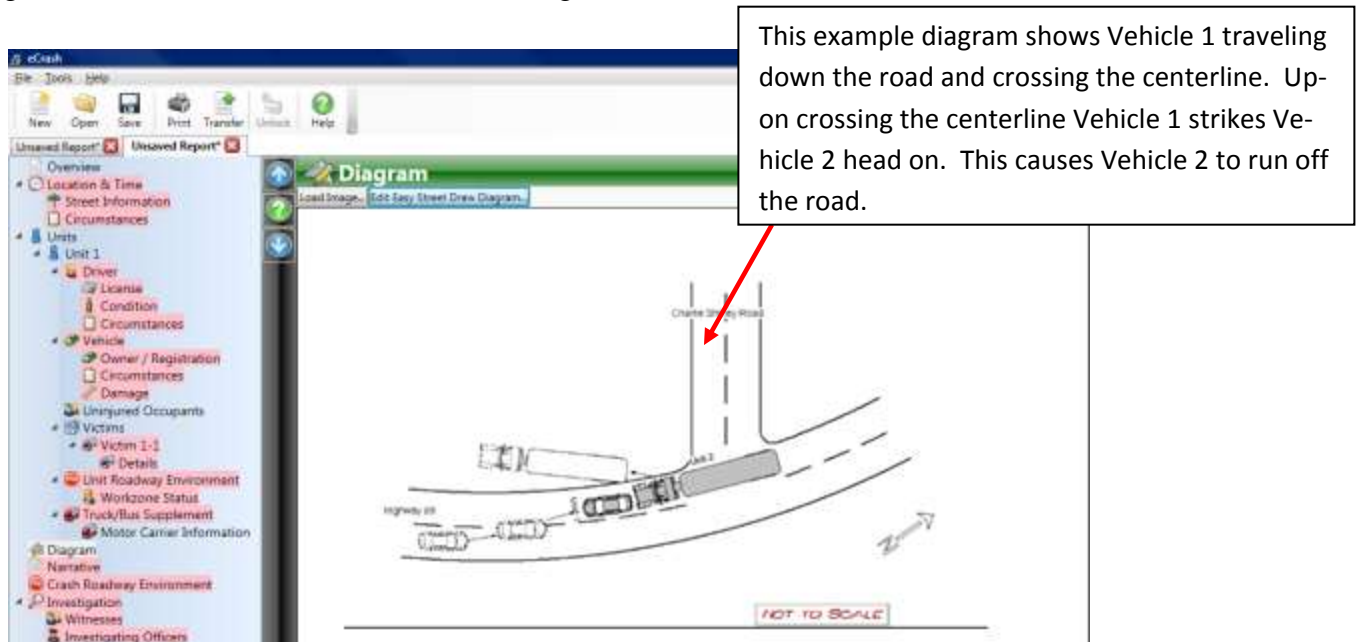


Be sure that you label the unit numbers in the diagram.

When satisfied with the drawing, click the “Close” button at the top of the Easy Street Draw program to close the Easy Street Draw program and insert the drawing into the crash form.



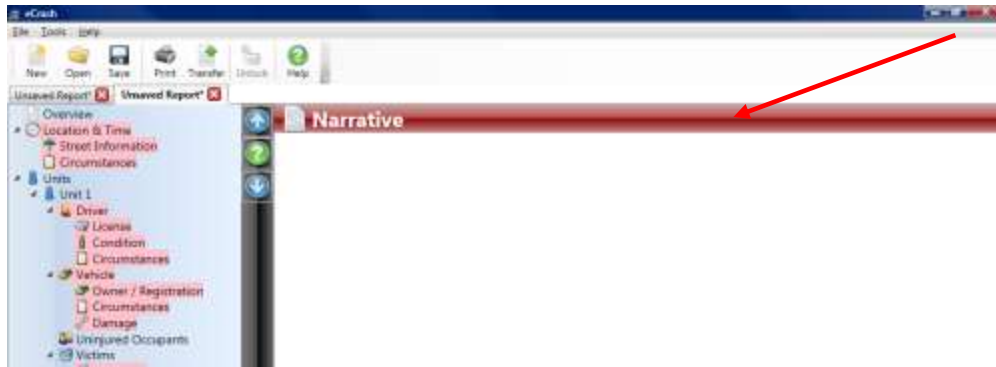
When you have closed the Easy Street Draw program and added the drawing to the eCrash program, the results will look like the following:



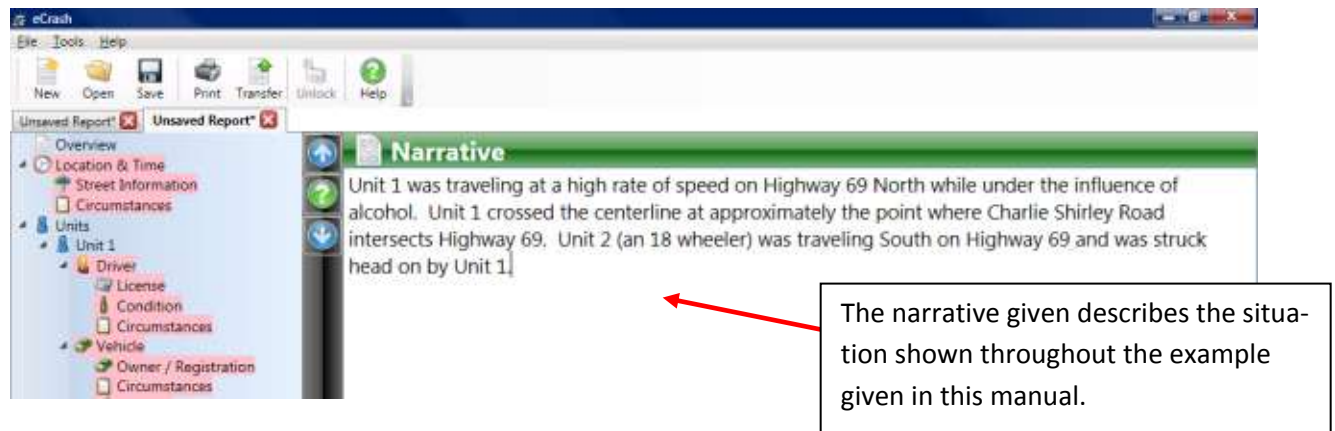
It is permissible to edit the drawing at any point prior to submission of the crash form. To go in and edit the crash diagram, click the “Edit Easy Street Draw Diagram...” button. This will reopen the Easy Street Draw program where you can make changes or additions to the drawing.

5.12 Narrative

The Narrative is a fairly straight forward section of the crash form. Once moving into this section, begin typing in the space available.



The text that you enter will be spell checked as you type, so be sure to correct any spelling errors that may show up. These will be indicated with a red line under the misspelled word.



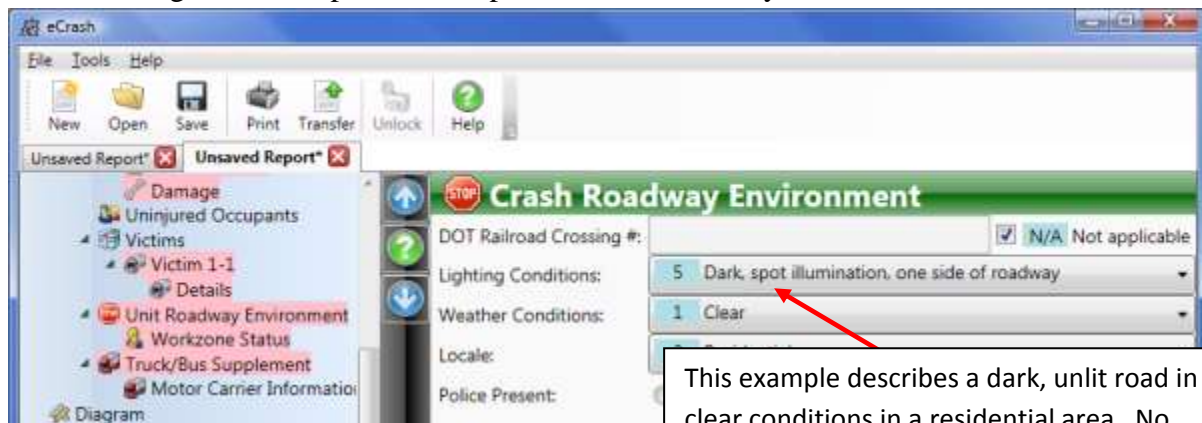
Once satisfied with the narrative you have entered, you are ready to move into the Crash Roadway Environment section of the crash form.

5.13 Crash Roadway Environment

The Crash Roadway Environment section includes a few fields that need to be completed. These fields apply to the crash as a whole and not to the individual unit.



The following is an example of a completed Crash Roadway Environment section.



Once these entries are completed, you are ready to move to the final section of the crash form.

5.14 Investigation

The first portion of the Investigation screen includes information on the Photographer, time of police notification and non-vehicular property damage.

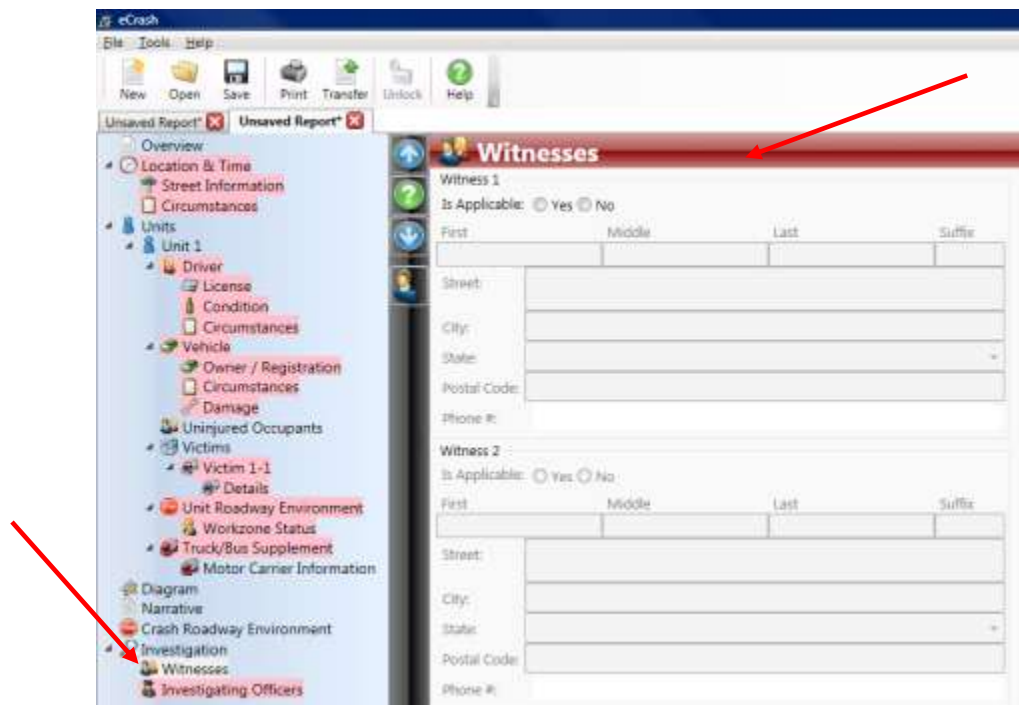
The following is an example of a completed Investigation panel.

This example describes circumstances where police were notified at 10:17 PM and arrived at 10:25 PM. EMT arrived at 10:35 PM. Additionally, there was slight damage to a milepost sign on the side of the road when Vehicle 2 ran off the road. No Photographer was used during this investigation.

Notice in the left panel that under Investigation there are two subsections: Witnesses and Investigating officers. These will be covered in the subsections below.

5.14.1 Witnesses

The Witnesses section allows entry of information about any witnesses who might have seen the crash. For this particular screen enter the information for the individual either manually or use the license scanner to scan their license and drag and drop it onto the icon.



To include information about a witness from a previous license scan, first change the field for “Is Applicable” to “Yes,” and then drag and drop information from the Recent People list as described above.

A completed Witnesses screen for one witness to the crash should look similar to the screen below:

Witnesses

Witness 1
Is Applicable: ☒ Yes ☐ No

First	Middle	Last	Suffix
John	H	Joe	

Street: 123 Main St

City: Tuscaloosa

State: **AL Alabama**

Postal Code: 35654

Phone #: (555) 555-5555

Witness 2
Is Applicable: ☐ Yes ☒ No

First	Middle	Last	Suffix

Street:

City:

State:

Postal Code:

Phone #:

One witness by the name of John Doe was available for this crash.

5.14.2 Investigating Officers

The Investigating Officers section requires very little input at this point. Much of the information here will be pre-populated based on the login of the officer using the eCrash system.

eCrash

File Tools Help

New Open Save Print Transfer Unlock Help

Unsaved Report* Unsaved Report*

Overview

- Location & Time
 - Street Information
 - Circumstances
- Units
 - Unit 1
 - Driver
 - License
 - Condition
 - Circumstances
 - Vehicle
 - Owner / Registration
 - Circumstances
 - Damage
 - Uninjured Occupants
 - Victims
 - Victim 1-1
 - Details
 - Unit Roadway Environment
 - Workzone Status
 - Truck/Bus Supplement
 - Motor Carrier Information
 - Diagram
 - Narrative
 - Crash Roadway Environment
 - Investigation

Investigating Officers

Primary Investigating Officer

First	Middle	Last	Suffix
AlaCOP		User	

Rank: Officer ID: 000 Agency ORI: ALAST6300

Other Investigating Officer

Is Applicable: ☐ Yes ☒ No

First	Middle	Last	Suffix

Rank: Officer ID: Agency ORI:

Complete any missing information for the Primary Investigating Officer such as “Rank.” If another officer was involved in the investigation, enter their information in the “Other Investigating Officer” section of this screen.

An example of a completed version of the Investigating Officers screen is shown below.

Investigating Officers			
Primary Investigating Officer			
First	Middle	Last	Suffix
John		Rambo	
Rank	Officer ID	Agency ORI	
Sgt.	555	ALAST6300	
Other Investigating Officer			
Is Applicable: <input type="radio"/> Yes <input checked="" type="radio"/> No			
	Middle	Last	Suffix
	Officer ID	Agency ORI	

This form was completed by Sgt. John Rambo from the Tuscaloosa Trooper Post.

6 ECRASH PROCEDURES

6.1 Validating

Once you finish every section of the crash form, there will probably still be a number of errors and warnings listed at the bottom of the screen.

The screenshot displays the eCrash software interface. The left sidebar shows a tree view of the crash form sections: Overview, Location & Time, Street Information, Circumstances, Units, Unit 1, Driver, License, Condition, Circumstances, Vehicle, Owner / Registration, Circumstances, Damage, Uninjured Occupants, Victims, and Victim 1. The main window shows the Overview tab with fields for Status (Amendment, Error Correction), Case Numbers (Local, DPS), Statistics (Number of Vehicles: 1, Number of Non-Motorists: 0, Number Injured: 1, Number of Fatalities: 0), Unit 1 Type (12 Tractor / doubles), and Unit 2 Type. A red arrow points to the Validation tab at the bottom, which lists 15 errors. A text box on the left states: "All Errors and Warnings are listed at the bottom of crash form."

All Errors and Warnings are listed at the bottom of crash form.

Type	Description
Error	You must enter the date of the crash.
Error	You must indicate whether or not the time of the crash is known within 1 hour.
Error	You must select the county in which the crash occurred.
Error	You must select the city in which the crash occurred.
Error	You must enter a local zone number or select N/A.
Error	You must indicate the validity of the latitude and longitude coordinates.
Error	You must enter the name of the street on which the crash occurred.
Error	You must enter the road code for the street of the crash.
Error	You must enter a milepost for the crash or select N/A.
Error	You must enter a highway classification for the crash.
Error	You must select the type of controlled access highway location for the crash.
Error	You must select the side of the divided highway where the first harmful event occurred or select "Not applicable."
Error	You must enter a street name and node code for the Node 1 intersection or select N/A.
Error	You must enter a street name and node code for the Node 2 intersection or select N/A.
Error	You must enter a value for the distance from the first node or select N/A.

Ready 6362141 EMAILME No pending rejections

Before you can submit a crash form to your supervisor for approval you must **resolve ALL Errors**. Warnings should also be considered, but they are merely suggestions and they do not have to be corrected before the form can be submitted. Note the following considerations:

1. Errors are listed in the order of the various screens within the eCrash program. If you begin at the top of the Validation list, you will find the errors from the first sections of the crash form.
2. Move to the top of the list and begin working your way through each error on the list. As you resolve an error, it will immediately disappear from the list under the Validations heading.
3. When you are finished correcting the errors, the list at the bottom of the screen will include no messages (or Warnings only), similar to the list seen below.



6.2 Saving Crash Forms

Once you have resolved all of the errors, you are ready to save and transfer your crash form. Apply the following process to save the form:

1. In order to save the crash form, click the Save button at the top of the eCrash program or click File → Save or Ctrl + S.



2. All crash forms that have been changed since they were last saved will be shown with an asterisk (*) next to the Crash form name. If you see an asterisk you need to be sure to save the form before closing it.
3. It is recommended that you save the form throughout the process of completing the crash form. If your computer were to crash, any data that you had entered but not saved would be lost. It is best to get in the habit of saving the crash form every few minutes.

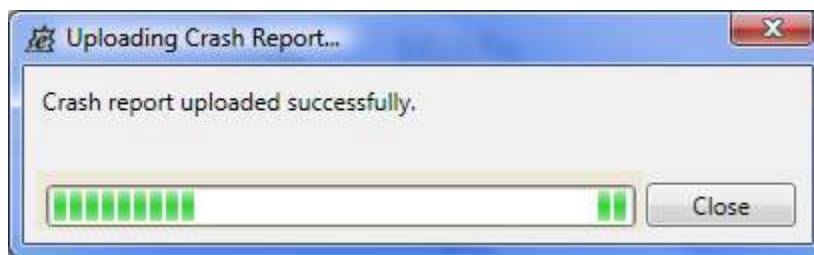
6.3 Transferring

Once you have completed and saved your crash report, you will need to transfer it so that the report can be reviewed and approved by your supervisor. Use the following procedure for transferring the crash report:

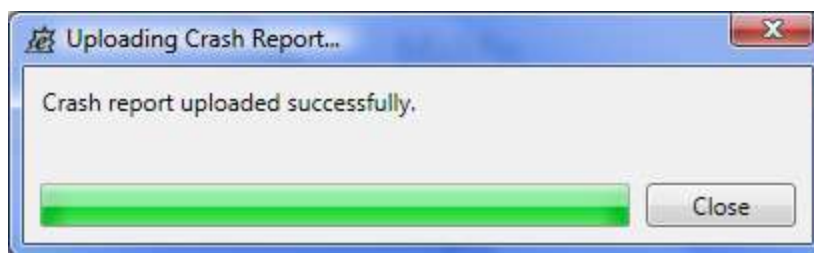
1. When ready to transfer the crash form, first ensure that your Internet connection is functioning. Any type of internet connection is acceptable (dial-up, LAN, Wifi, etc).
2. Make the report that you wish to transfer current, and then press the Transfer button at the top of the page or click File → Transfer.



3. A pane that looks like the one below will appear. This lets you know that your form is being transferred.

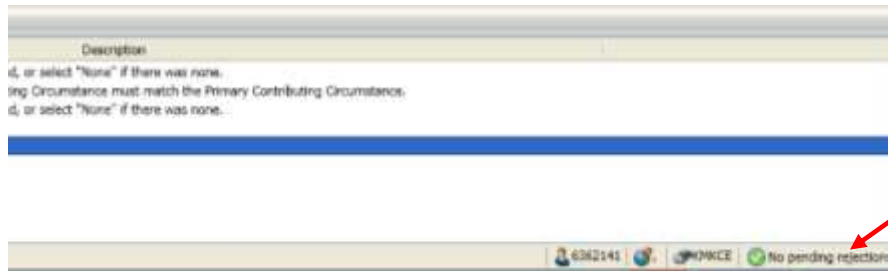


4. When your forms transfer successfully you will be notified to the fact that your forms have been transferred. If for some reason your forms did not transfer correctly (possibly because you were not connected to the internet) you will see a screen that looks like the one below.



5. If your forms did not transfer correctly, you will need to try and communicate your forms again as soon as possible.
6. Once your crash forms have been transferred, they will show up in your supervisor's online system for review and approval. Please refer to [Appendix A](#) for more information about the eCrash Website.

7. If your report is rejected for some reason it will be sent back to you for correction or amendment. You will be alerted to the fact that you have a form waiting for correction by looking at the bottom right of the eCrash program.



If an officer has any forms that need to be corrected or amended, that will be indicated here at the bottom right of the eCrash program.

For more information on how to open a report to make an error correction, please see [section 3.4](#).

6.4 Printing

In order to print a crash report from the eCrash program, several criteria must be met:

1. The report itself must first be approved by the supervisor.
2. Your computer **must have an internet connection**.
3. Open the crash form and click on the Print button (alternatively: click File → Print).



The eCrash system will go to the DPS crash record repository via the Internet to download the crash report and print it. Please note that it may take up to 24 hours to view a printable crash report that is not approved and up to 72 hours (or the time it takes for a supervisor to approve the crash report) to view and print an approved crash report.

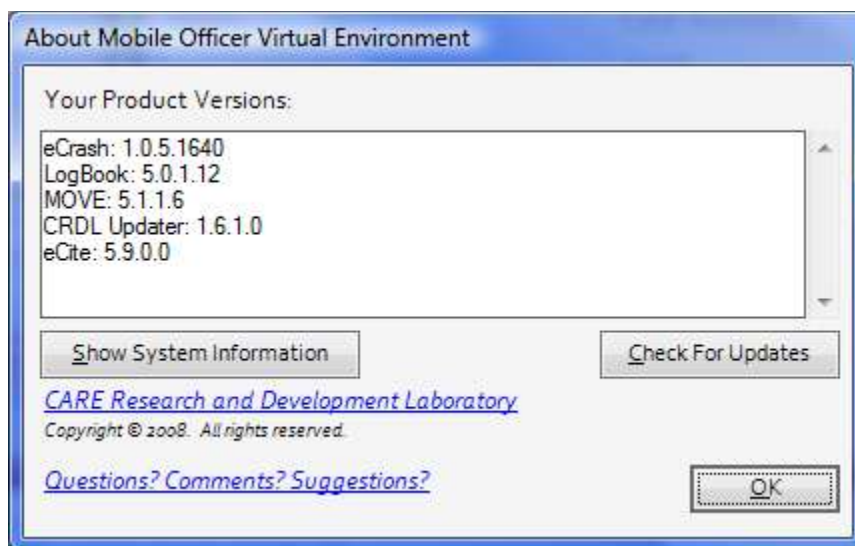
7 MOVE CONSIDERATIONS

7.1 The “About” Button in MOVE (Checking for Updates)

Clicking the “About” button on the left side of the MOVE system (just underneath the picture)



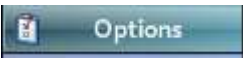
, will show a screen that contains a list of software systems similar to the following:

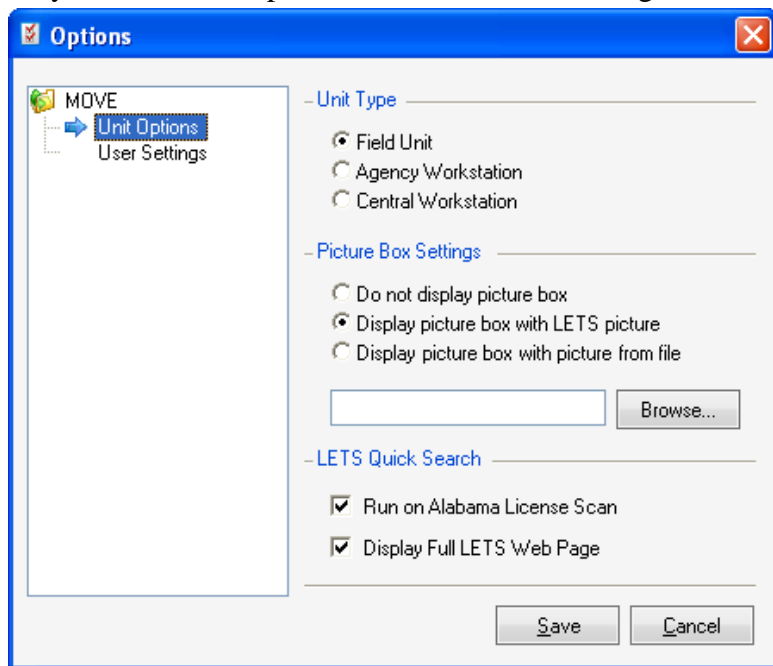


This shows you the version of various programs that are on your system, and it gives easy access to the CRDL website and a link for sending questions, comments or suggestions.

Check for Updates. Probably the most commonly used button, it can be clicked whenever you have an internet connection, to check for and download any program updates that are available. This ensures that you are always using the latest version of eCrash and MOVE. Please note that you might not have all the applications above. That is ok. This shows a list of all the applications that are installed from CRDL.

7.2 The “Options” Button in MOVE

Clicking on the “Options” button on the left side of the MOVE system (just underneath the picture and below the About button) , will show a screen that contains a variety of system and user options similar to the following:



On the left panel of this screen you will see one or more software systems; possibilities are: MOVE, eCite, eCrash and Log Book. The screen above lists only MOVE, and for MOVE there are two categories: Unit Options and User Settings. The Unit Options Screen is given in the right panel.

UNIT OPTIONS

Unit Type. “Unit” in this context is referring to the type of computer upon which the software under question is installed. This is set at installation time and will not need to be changed unless it was not set up properly or somehow got re-assigned.

Picture Box Settings. This option applies to the picture seen at the very top left of MOVE, and it is a matter of your personal preference.

LETS Quick Search. This has the following options:

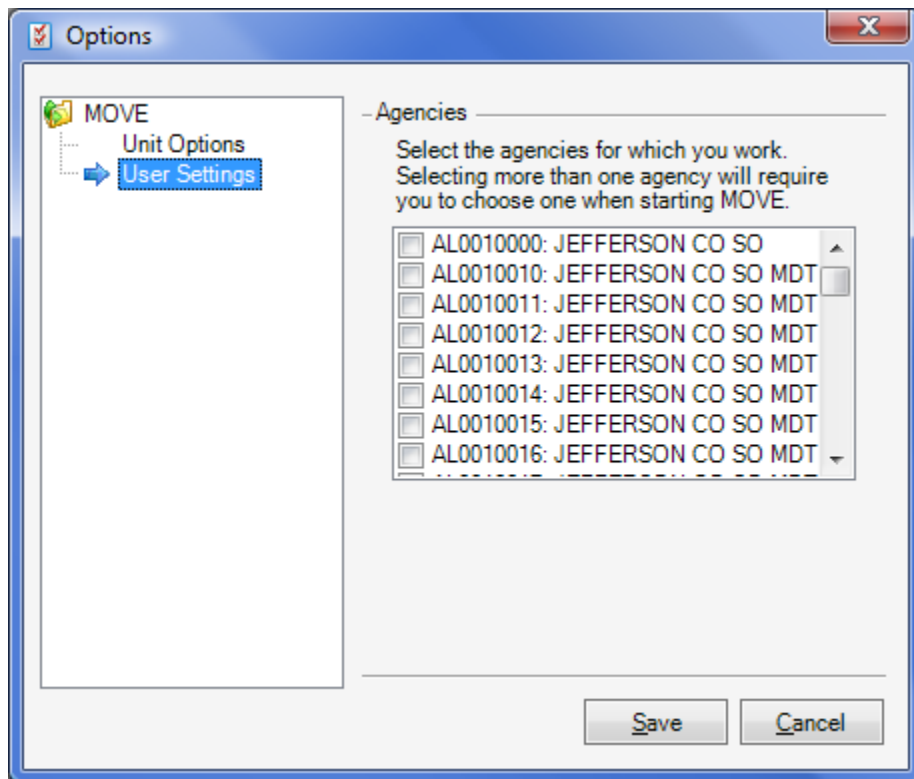
- *Run on Alabama License Scan.* If this is checked, LETS will automatically open and run when you perform a license scan. This will enter a LETS result into your recent data but it will not open the full LETS search results.
- *Display Full LETS Web Page.* If you want to see the full LETS output check this option.

Either of these options require your LETS 3 (or AlaCOP) username and password. This can be done under MOVE: Options → MOVE → User Settings (see below).

NOTE: Some of these changes will not take effect until you restart the MOVE program.

USER SETTINGS

The User Settings screen under the MOVE Options is shown below.



Check all agencies on the list that apply to you (i.e., for which you might be completing an eCrash report). This selection will affect the agency choice list that is available when you logon to the MOVE system. Be sure to select any agency that you might work under.

If you are completing a report under one agency and need to complete a second one under another agency heading, it will be necessary for you to log out and back in choosing the second agency when you do. *It is very important to be logged in under the right agency* because this agency information gets transferred to the crash report and **it cannot be overridden**.

Your LETS Username and Password must also be entered on this screen. This will store them and prevent you from having to re-enter them every time you run a license scan, Quick License Search or Quick Tag Search.

7.3 Navigating MOVE and eCrash

MOVE and eCrash are set up for either mouse or keyboard navigation. Hot keys are used to navigate with the keyboard. Commands such as “File” have these indicated by the first letter of the word being underlined (e.g., File, as seen below.)



To use hot keys press the Alt key and the corresponding underlined letter. For example, to access the file menu, you would press Alt + F and the items on the File Menu will appear. To access any of the options under one of these hot keys, press the underlined letter in the command you want to perform. For example, to save a crash form, hit Alt + F to see items under the file menu, and then hit S to save the crash form.

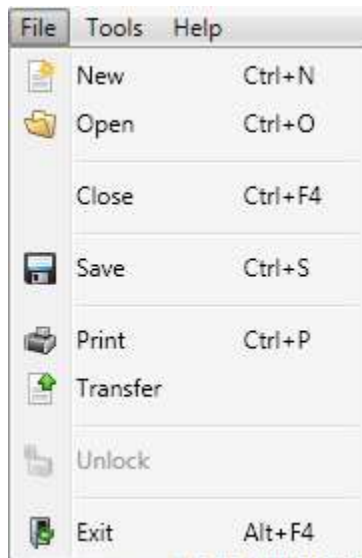
Note: If you do not see the hot keys (where one letter is underlined) as seen in the graphic above, you will need to hit the Alt key on your keyboard. This should cause the hot keys to appear in the eCrash program.

8 REVIEW AND FEEDBACK

8.1 Review of Menus

This section presents an overall review of the menus available within eCrash.

File Menu:



File → New – Opens new crash form. This crash form will be blank, except for the default values.

File → Open – Opens an existing crash form. This allows any crash form that has been previously saved on your computer to be opened.

File → Close – Closes the current crash form.

File → Save – Saves the current crash form. A form can be saved at any point during the process of completing the form and at the end of the process.

File → Print – Opens the print menu. An Internet connection is required for printing, and you cannot print a form that has not been approved by your supervisor.

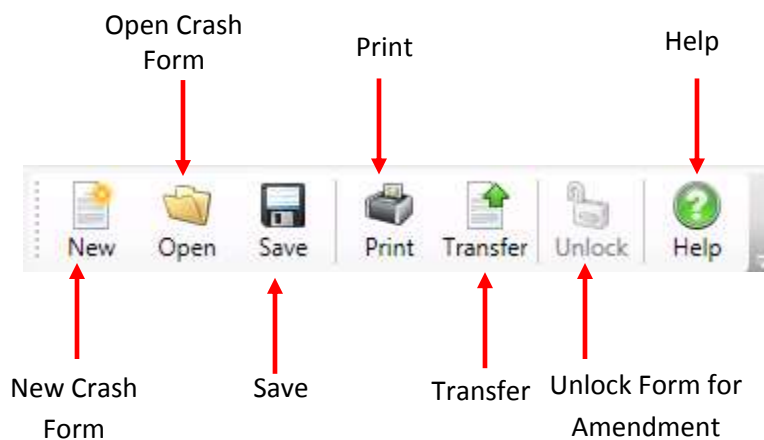
File → Transfer – Transfers the current crash report. The report must be error free before the report can be transferred.

File → Unlock – Unlocks the current crash report if the report is locked. A report is only locked if the report has been transferred.

File → Exit – Closes the eCrash program.

8.2 Review of Shortcuts

At the top of the main page in the eCrash program:



New Crash Form – Clicking on the New icon produces a new crash form. This form will be blank, except for the default values.

Open Crash Form – Opens an existing crash form. This allows any crash form that has been previously saved on your computer to be opened.

Save – Saves the crash form that is currently active.

Print – Once a crash form has been approved by the supervisor the officer has the option to print the crash form. In order to print a crash form the officer must also have an internet connection so that the eCrash program can ensure that the crash form has been approved by the supervisor.

Transfer – Transfers all completed crash forms that are free of errors for supervisory approval; requires an Internet connection.

Unlock – Allows you to open a crash form that requires an amendment or error correction. This button must be clicked in order to make an amendment or error correction to a crash form.

Help – Allows you to open the Data Element Manual. This is where all the data elements are explained in details and is the best source for finding information about any data element on the crash form.

At the bottom of the main page in the MOVE program:



The buttons seen at the bottom of the MOVE program indicate which programs you have installed on your computer. Clicking these buttons will invoke the respective programs.

LETS – Pulls up or minimizes the LETS webpage.

eCite – Pulls up or minimizes the eCite electronic citation program. Used in combination with the LETS button, you can toggle between the two programs.

Log Book – Allows you to record your events for the day and allows you to automatically bring over the citations and crashes from the day. NOTE: Only DPS officers will have this application button

eCrash – Pulls up or minimize the eCrash program. This can be used in combination with the LETS button to pre-populate fields.

Exit – Closes the MOVE program.

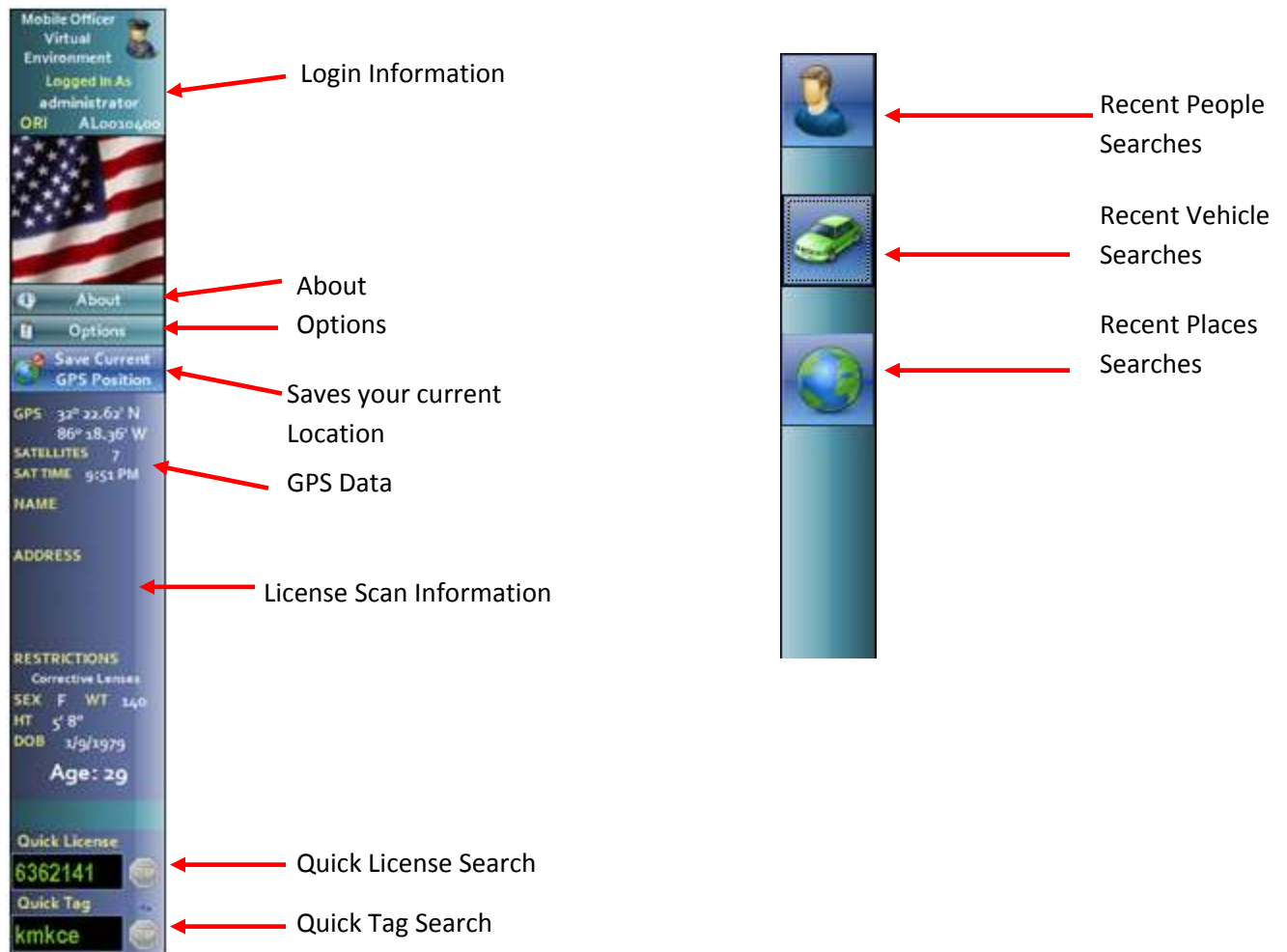
Contact Us – Brings up a webpage where you can leave feedback about the program or ask questions.

Recent Data – Causes the Recent Data bar to appear or disappear along the right side of the screen. Clicking this once will cause the bar to appear with the small icons: man in blue shirt, green car, and globe. Clicking this button again will cause the bar along the right side of the screen to disappear.

NOTE:

You might not have all the applications above installed. That's ok. If you do not have eCite or LogBook installed, that will not hinder your ability to use eCrash.

From the left and right sides of the main page in the MOVE program when the Recent Data button is pressed:



Login Information – Shows the login information (username and ORI) used by the officer.

About – Opens the About screen. The officer can Check for Updates and check their version number from this screen.

Options – Opens the Options screen.

Save Current GPS Position – Clicking this while connected to a GPS sensor will save your current position so that it can be moved onto the crash form.

GPS Data – This displays the last GPS coordinates that were saved.

License Scan Information – This shows the basic information for the last license that was scanned. This includes the name, address, sex, weight, height and date of birth as it appears on the license.

Quick License Search – Allows entry of a driver's license number directly into MOVE. When you enter a license here it will be searched for in LETS and will appear in your list of recent data.

Quick Tag Search – This allows you to enter a vehicle license plate number directly into MOVE. When you enter a license here it will be searched for in LETS and will appear in your list of recent data.

Recent People Searches – When you click on the icon of the man in the blue shirt, a list of the most recent individuals that have been searched for will appear. The most recent searches will be at the top of the list. This list allows you to easily drag and drop an individual from the list into various points on the crash form. You can also double click on a name on the list and get some basic information about them.

Recent Vehicle Searches – When you click on the icon of the green car, a list of the most recent vehicles that have been searched for will appear. The most recent searches will be at the top of the list. This list allows you to easily drag and drop a vehicle from the list into various points on the crash form. You can also double click on a vehicle on the list and get some basic information about the vehicle.

Recent Places Searches – When you click on the icon of the globe, a list of the most recent places that have been searched for will appear. The most recent searches will be at the top of the list. This list allows you to easily drag and drop a GPS location into the crash form. You can also double click on a place in the recent places list to get the complete coordinates for a location.

8.3 Feedback and Technical Support

Feedback

We want to hear from you! The best way for us to find out about problems with the products is through the input and the feedback that you give us. No comment or question is out of bounds, we can all learn from them. We have included a new easier way for you to contact us. By clicking on the Contact Us button at the bottom of MOVE, a webpage that looks like the one below will open.



From this page you can ask us questions or give us comments and suggestions. The information that you enter will go directly to our staff's e-mail box and we will work to address it as quickly as possible.

Technical Support

If you should encounter difficulties and need technical assistance, please use the following contact information.

E-mail:

crdl.support@cs.ua.edu

Phone:

For further assistance, call us toll-free at: 1-866-349-CARE
Or we can be reached on our Southern LINC phone at: 64*7427 or 205-361-1972

APPENDIX A -- eCrash Website

A1 Introduction

When a crash report is “transferred” it is sent to the eCrash server. At this point it can be viewed on the eCrash website for any reviewing that might be required. The site is also the location where supervisors view and either accept or reject the crash reports.

NOTE: every crash report must be either accepted or rejected from this website. Transferring it alone from the eCrash client is not sufficient to complete the process. A supervisor must log in and either accept or reject each of the forms.

The eCrash website allows certain individuals the ability to manage eCrash users as well. There are three levels of user privileges for the eCrash application as indicated below.

User privileges:

- AISO (Agency Information Security Officer) – has the privilege to add eCrash supervisors to his or her agency;
- Supervisor – has normal user privileges, but can also accept and reject crash forms transferred by other users within his or her agency;
- Normal User – has privileges to access the website, download content, and view crash forms

A2 How to Log into the Website

To login, make sure you have a valid AlaCOP username and password. This can be obtained from your AISO. Then, go to <http://ecrash.aladata.com> where you will see a screen like the one below. Enter your username and password in the boxes provided. The domain should be set to ALACOP.



Once you click 'ENTER' a screen with a menu bar will appear as shown below. AISOs have an additional tab on their menu bar for Administration purposes.

- Menu bar icon for normal users and supervisors:



- Menu bar icon for AISOs:



A3 Home Page

The home screen is the screen that users will first see when they log into the site. This view will vary based on what type of user they are:

- Normal User – the home page will only show crash reports that he/she has completed and transferred to the server. If no reports have been transferred, then the only thing seen will be a blank page with the menu.
- Supervisor – all of the pending crash reports from his/her agency that need to be either accepted or rejected will appear. If there are no pending crash reports, then the screen will be blank with only the menu showing.

A4 Search Page

The search page allows you to search for any crash report that has been submitted. It allows you to view the status of a set of crash reports. It also allows you to view a specific crash report. To Search, enter any piece of information you have on the target crash report in the appropriate box and click Search. All qualifying crash reports will be listed on the Search Results dashboard.

Logged on as: Beau Elliott

eCrash

Home Search Agency Support Logout

Search Parameters

Agency ORI:

Officer Username:

Driver's Last Name:

Victim's Last Name:

Primary Contributing Circumstances:

Crash Severity:

County:

City:

Status:

Date Between: and:


Search Results

Occurred	County	City	Primary Investigating Officer	Agency	Status
01/28/2009 01:00 AM	29 - Elmore	Rural Elmore	CORPORAL M. WARD	ALAST0300	Pending
01/27/2009 07:50 PM	04 - Autauga	Rural Autauga	CORPORAL M. WARD	ALAST0300	Pending
01/26/2009 06:00 PM	03 - Montgomery	Rural Montgomery	AlaCOP User	ALAST6300	Approved
01/26/2009 09:00 AM	03 - Montgomery	Rural Montgomery	Officer AlaCOP User	ALAST6300	Pending
01/23/2009 09:00 AM	63 - Tuscaloosa	Tuscaloosa	Admin Administrator A Administrator	ALAST6300	Pending
01/19/2009 10:20 AM	29 - Elmore	Wetumpka	CORPORAL M Ward	ALAST0300	Pending
01/17/2009 05:55 PM	28 - DeKalb	Rainville	Tpr Gregory S Simpson	ALAST2000	Approved
01/17/2009 03:35 PM	59 - Shelby	Montevallo	Tpr Gregory S Simpson	ALAST2000	Approved
01/17/2009 03:19 PM	59 - Shelby	Montevallo	Tpr Gregory S Simpson	ALAST2000	Approved
01/17/2009 02:20 PM	28 - DeKalb	Rainville	Tpr Gregory S Simpson	ALAST2000	Approved

Records 1 - 10 of 454 shown.

1 2 3 4 5 6 45 46 next

The auto-fill feature allows you to start typing a search entry and it will give you a set of possible items to search for. For example is when searching for an Agency or Officers username, start typing in the appropriate box and it will auto fill for you as indicated below.



Home Search Agency Support Logout

Search Parameters

Agency ORI:

Officer Username:

Driver's Last Name:

Victim's Last Name:

Primary Contributing Circumstance:

Crash Severity:

County:

City:

Status:

Date Between: and:

A5 Agency Page

The Agency page is the page to view the overall eCrash website settings for your particular settings. Normal users will only have the ability to view these settings, while AISOs have a link to make changes to these settings.

All users have the ability to view the AISOs, supervisors and the overall list of transferred crash report the user's agency, as shown below.



Logged on as: Beau Elliott

Home Search Agency Support Logout

View Agency

Agency OR#: ALAST0300

Agency Profile: ALAST0300

Name: DPS HP Post, Montgomery

Agency Administrators: ALAST0300

Name	Username
Superuser, Admin	Administrator
Administrator, Administrator	administrator@crdl.ua.edu
bob, Bob	bb4654@crdl.ua.edu
ALAST, DPS	da5555@crdl.ua.edu
Clerk, PFA	pc5555@crdl.ua.edu
Davis, Stephen	sd1372@crdl.ua.edu
Superuser, Admin	Administrator

Agency Supervisors: ALAST0300

Name	Username
Davis, Stephen	sd1372@crdl.ua.edu
ALAST, DPS	da5555@crdl.ua.edu
Elliott, Beau	be8533@crdl.ua.edu

Agency Crash Reports: ALAST0300

Occurred ▼	County	City	Primary Investigating Officer	Agency	Status	
01/28/2009 01:00 AM	29 - Elmore	Rural Elmore	CORPORAL CORPORAL M. WARD	ALAST0300	Pending	
01/27/2009 07:50 PM	04 - Autauga	Rural Autauga	CORPORAL M. WARD	ALAST0300	Pending	
01/19/2009 10:20 AM	29 - Elmore	Wetumpka	CORPORAL M Ward	ALAST0300	Pending	
11/29/2008 02:49 PM	31 - Etowah	Gadsden	Tpr Samuel J Rowlin Jr	ALAST0300	Pending	
11/29/2008 02:25 PM	31 - Etowah	Gadsden	Tpr Samuel J Rowlin Jr	ALAST0300	Pending	
11/29/2008 10:20 AM	31 - Etowah	Gadsden	Tpr Samuel J Rowlin Jr	ALAST0300	Pending	
11/28/2008 07:00 PM	31 - Etowah	Gadsden	Tpr Samuel J Rowlin Jr	ALAST0300	Pending	
11/28/2008 02:00 PM	31 - Etowah	Gadsden	Tpr Samuel J Rowlin Jr	ALAST0300	Pending	
11/28/2008 07:00 AM	31 - Etowah	Gadsden	Tpr Samuel J Rowlin Jr	ALAST0300	Pending	
11/24/2008 06:04 PM	31 - Etowah	Gadsden	Tpr Samuel J Rowlin Jr	ALAST0300	Pending	

Records 1 - 10 of 39 shown. 1 2 3 4 next

The AISO view is the same as the normal user, but it also has a link to change agency wide settings, as shown below.

Logged on as: Beau Elliott



Home Search Agency Administration Support Logout

View Agency

Agency OR: ALAST0300

Agency Profile: ALAST0300

Name: DPS HP Post, Montgomery
Auto-Approve: Disabled
[Edit settings](#)

Agency Administrators: ALAST0300

Name	Username
Superuser, Admin	Administrator
Administrator, Administrator	administrator@crd.us.edu
boB, Bob	bb4654@crd.us.edu
Elliott, Beau	be8533@crd.us.edu
ALAST, DPS	da5555@crd.us.edu
Clerk, PSA	pc5555@crd.us.edu
Davis, Stephen	sd1372@crd.us.edu
Superuser, Admin	Administrator

Agency Supervisors: ALAST0300

Name	Username
Davis, Stephen	sd1372@crd.us.edu
ALAST, DPS	da5555@crd.us.edu
Elliott, Beau	be8533@crd.us.edu

Agency Crash Reports: ALAST0300

Occurred	County	City	Primary Investigating Officer	Agency	Status
01/28/2009 01:00 AM	29 - Elmore	Rural Elmore	CORPORAL M. WARD	ALAST0300	Pending
01/27/2009 07:50 PM	04 - Autauga	Rural Autauga	CORPORAL M. WARD	ALAST0300	Pending
01/19/2009 10:20 AM	29 - Elmore	Wetumoka	CORPORAL M. Ward	ALAST0300	Pending

A6 Administration Page

The administration page provides the AISO the ability to set the auto-approval flag and to add/remove agency supervisors.

a. How to Auto-Approve reports:

Auto-Approve allows an agency to approve crash reports without having to log into the eCrash website. If this feature is selected, every crash report is automatically approved by the selected supervisor immediately after the crash report is transferred to the server. To implement it, select Auto-Approve and select the supervisor who will be on record as approving these reports.

Agency Profile: ALAST0300

Name: DPS HP Post, Montgomery

☒ Auto-Approve Reports on Transfer

Username of Auto-Approving User:

Agency Supervisors: AL

Bonds, Brandon (bb8817@crd.us.edu)	AL0030000
Bonds, Brandon (bb9999@crd.us.edu)	a3wq5
Bonds, Brandon (bb817@crd.us.edu)	AL0030000
Bonds, Brandon (bb17@crd.us.edu)	10
Bonds, Brandon (bb7777@crd.us.edu)	AL0030000

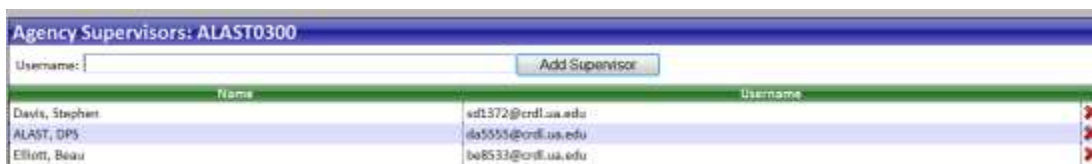
b. How to add supervisors

Type in the new supervisor user's name (their search results will return under the text box as you type), and then click "Add Supervisor."



c. How to remove supervisors

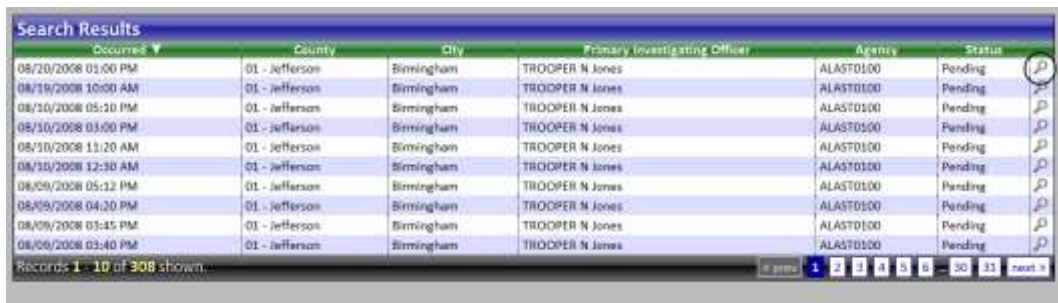
Just click the 'X' to the right of their name.



A7 Support Page

A8 How to View a Single Crash Report

Click on the magnifying glass to the right of the crash report you want to view.



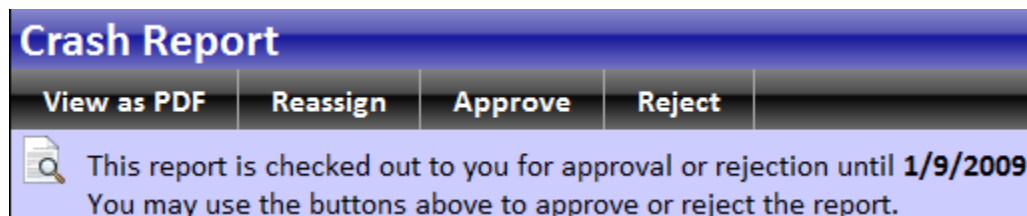
Once you select the crash report, you will be taken to the "view page" of the crash report. Here you will have the ability to:

- View the history of the crash report (who uploaded the report, who accepted/rejected the report, etc),
- View the report in a PDF format,
- Reassign the report, and finally
- Accept/reject the crash report.

These will be discussed in the subsections below.

d. How to view the crash report

Click 'View as PDF' on the left side of the screen under 'Crash Report'.



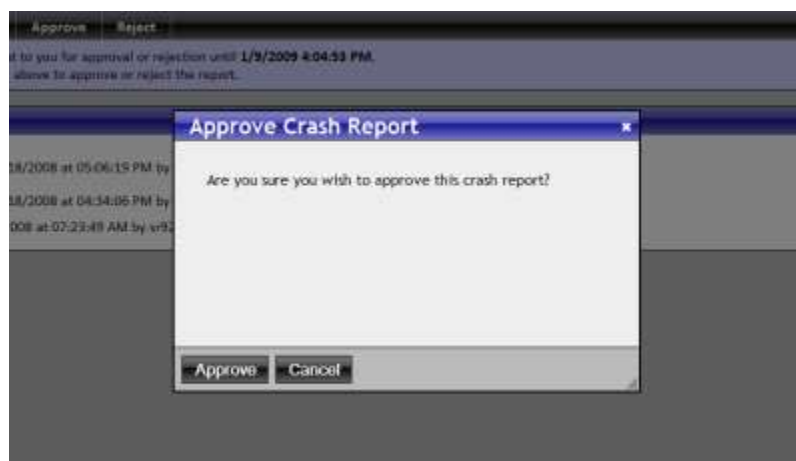
e. How to view the history of the crash report

The history of the crash report informs the user what has happened with the crash report. The most commonly used items in the history are when the crash report was transferred to the server and who transferred it. It also shows who approved/rejected the crash report as well.



f. How to approve a crash report

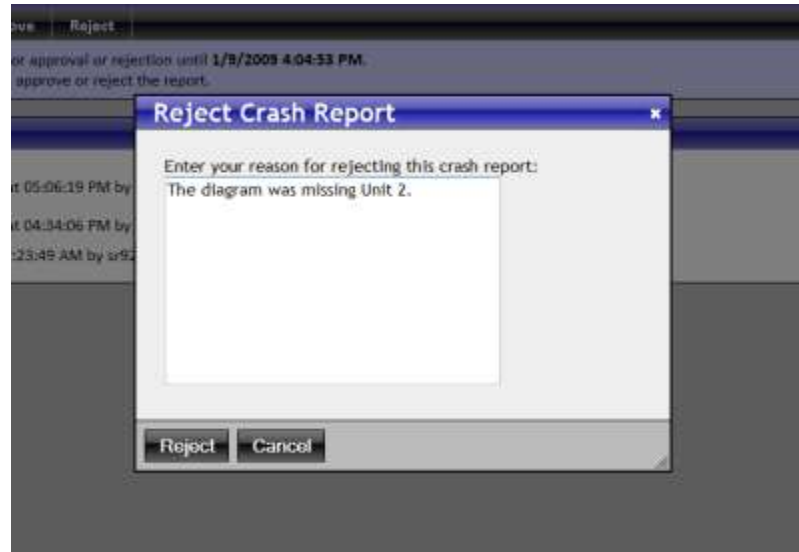
To approve a crash report, simply click on the approve button while that crash report is current. You will be prompted if you are sure you want to approve the form. To complete the acceptance, click Approve.



g. How to reject a crash report

To reject a crash report, simply click on the reject button. At that point you will be prompted to enter a rejection reason. You may type as much information as

you would like. It will help the reporting officer to correct the report if you supply *as much information as possible*



h. How to reassign a crash report

Officer reassignment may be required under various circumstances, e.g., to accommodate when an officer leaves an agency, or where a crash report needs further investigation and the original officer is no longer available. Once a report has been reassigned, then the report will show up in the new officer's eCrash client the next time the new officer opens eCrash and has an Internet connection.

To reassign a crash report, simply click the Reassign button and you will be prompted to enter the new officer's username and the reason(s) for the reassignment. The new officer will be able to read the reason.

